

F O R M - V I

(See Government of India's decision (1) below Rule 21)

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF
MOTOR CAR / MOTOR CYCLE / SCOOTER / PERSONAL COMPUTER**

1. Name of Applicant (IN BLOCK LETTERS):
2. Applicant's Designation:
3. District and Station of the applicant:
4. Pay + DP of the applicant: Rs.
Special Personal Pay: Rs.
5. Anticipated price of Motor Car / Motor Cycle /
Scooter / Personal Computer: Rs.
6. Amount of Advance Required: Rs.
7. Date of Superannuating or retirement or date
of Expiry of contract in case of a contract officer:

DD	MM	YYYY
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8. Number of Installments in which the advance
is desired to be repaid:
9. Whether advance for similar purpose obtained
previously, and if so...
 - (i) Date of drawal of the advance:

DD	MM	YYYY
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 - (ii) The amount of advance and / or
interest thereon still outstanding, if any: Rs.
Rs.
10. Whether the intention is to purchase:
 - (a) A new or old Motor Car / Motorcycle / Scooter
Personal Computer:
 - (b) If the intention is to purchase Motor Car / Motor
cycle / Personal Computer from a person having
official dealings with the Government servant,
whether previous sanction of the competent
authority has been obtained as required under
Rule 18 (3) of the Central Civil Service (Conduct)
Rules, 1964:
11. Whether the officer is on leave or is about to proceed on leave...
 - (a) The date of commencement of leave:

DD	MM	YYYY
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 - (b) The date of expiry of leave:

DD	MM	YYYY
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12. Are any negotiations or preliminary enquiries being made,
so that delivery may be taken of the Motor Car / Motor Cycle /
Personal Computer within one month from the date of drawal
of the advance?
13. (a) Certified that the information given above is complete and true
(b) Certified that I have not taken delivery of the Motor Car / Motor Cycle / Personal Computer on account of
which I apply for the advance, that I shall complete negotiations for the purchase, pay finally and take
possession of the same before the expiry of one month from the date of drawal of the advance.

Dated: _____
Place: _____

Signature of the Applicant

continued.....

C E R T I F I C A T E

(Certificate by the Head of the Office)

Certified that the official Shri _____, Designation _____ Office _____ is a permanent / temporary employee of this Department. The official is really in need of Scooter / M. Cycle / Personal Computer. Possession of the vehicle is in the interest of service / public. The residence of the official is more than 8 Km from the duty point.

Shri _____, the official is permitted to purchase the Scooter / M. Cycle / Personal Computer. No disciplinary case is pending against the officer / official.

Dated: _____ at _____.

Signature and Seal
of the Head of Office

Declaration

I, _____, Designation _____ hereby declare that if I fail to purchase the vehicle within one month from the date of receipt of the advance and do not submit the requisite documents within the stipulated period, I shall be liable to refund the full amount in lump sum.

2. That if the advance is sanctioned for the purchase of motorcycle / scooter / personal computer / Car, I will utilize the advance for which it is sanctioned Cash Receipt, Insurance cover note, agreement bond (GFR) and mortgage deed form (GFR-4) also with the date of payment of advance and the date of purchase of vehicle etc. will be submitted within one month as the drawal of the advance as is required under rule 215 of GFR.

3. That if I do not purchase the vehicle, the amount of advance with penal rate of compound interest may be recovered from my pay as provided in the Government of India decision No. 3 of the rule.

Date: _____ at _____

Signature
Designation _____
Office _____

