

Enclosure to F.D. Memo No. 5535-F dated 26.05.1995
Application Form for the Purchase of Personal Computer/ Motor Car

1. Name of the Applicant (In Block Letters) :
2. Designation :
3. Name of the Department/Office
4. Present Basic Pay :
5. Anticipated price of the personal Computer (excluding Excise Duty, if any) :
6. Amount of advance prayed for the purchase of personal Computer :
7. (i) Date of Entry into Govt. Service. :
(ii) Date of Superannuation/expire of contract in case of contract service. :
8. Number of installments in which the advance is desired to be repaid.
9. Whether advance for similar purpose or for purchase of Motor Car was obtained previously and if so :- :
 - (i) the amount of advance sanctioned with Order No. & date.
 - (ii) Date of drawal of the advance
 - (iii) the amount of advance and interest outstanding.
10. Whether a new or old personal Computer is desired to be purchased and for what purpose. :
11. Whether any negotiations or preliminary enquiry has been made to ascertain the expected date of delivery of the Computer by the Vendor. :
12. Whether proforma invoice of the Computer including the expected date of delivery of the same is enclosed. :
13. A detailed statement is to be furnished showing how the balance amount (the difference between the actual price of the Computer and the amount of personal Computer advance admissible) is to be provided by the applicant. :

I undertake that :-

- i) the information given above is complete and true.
- ii) the Computer will be used not for earning income of any kind accruing to me or any member of my family directly or indirectly.
- iii) I shall complete negotiations for the purchase of the same and furnish the authenticated proof of Registration, payment of tax-token of the Computer, etc. in question within one month from the date of purchase of the same.

Dated :

Signature of the Applicant with designation