

Application Form for Car/Motor Cycle/Scooter/Moped Advance

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of the Parent Deptt. & Designation: _____
4. Name of the Deptt. where working : _____
5. Salary Head:_____Basic:_____Pay:_____Spl. Pay_____Total_____
6. Anticipated price of _____ : _____
7. Amount of Advance required : _____
8. Date of joining in Haryana Govt., Service: _____
9. Date of Birth : _____
10. Date of Superannuation : _____
11. Whether permanent/temporary, (if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs.15/- may be given : _____
12. Whether advance for the same purpose was obtained previously, if so;

	<u>Date</u>	<u>Amount</u>
i) Date of drawal of the first advance :	_____	Rs. _____
ii) Date of drawal of the second advance :	_____	Rs. _____
iii) The amount of advance Ist/2 nd or interest : thereon still outstanding if any	_____	_____
iv) Sale proceeds of previous _____: along with proof in support thereof	_____	_____
- 13 (i) Whether the intention is to purchase a new _____ through a person other than a regular dealer/Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules.
14. (a) Certified that the information given is complete and true.

(b) Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one/two months from the date of drawal of the loan and further that the insurance of the _____ will be comprehensive.

(c) Certified that if I do not purchase the _____ within two months from the date of drawal of advance, the Government, is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered.

(d) Certified that I am unable to purchase the _____ without Government loan.

(e) Certified that the purchase of _____ will increase my efficiency in discharge of official duties.

Dated: _____

Signature of the Applicant _____

Designation _____

Department _____

Certificate

(To be furnished by the Head of the Department/Controlling Officer)

a) Certified that the sale proceeds or the previous _____ is reasonable keeping in view of the condition of the _____.

b) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Department Haryana from time to time.

c) Above entries from Col. 1 to 12 have been checked and found correct.

d) Certified that the purchase of _____ will increase the efficiency of the applicant while discharging the official duties.

e) A sum of Rs. _____ may please be earmarked for the purchase of _____.

Dated: _____

Signature of the Head of the Department/
Controlling Authority with Designation