

APPLICATION FOR THE PURCHASE OF PERSONAL COMPUTER FOR THE YEAR

- 1 Name of the Applicant
- 2 Designation, Staff No. and PF No.
- 3 Station and District
- 4 Basic pay (10% to be included for running staff) and scale of pay
- 5 Anticipated price of the Personal Computer
- 6 Amount of advance required
- 7 Date of birth/Appointment
- 8 Date of superannuation/Retirement  
Date of expiry of contract in case of a Contract Officer
- 9 Number of instalments through which the advance is to be repaid (Maximum No. is 15)
- 10 Whether advance for similar purpose was obtained previously, and if so, please specify
  - a) The date of drawal of the advance and
  - b) The amount of advance and/or interest thereon still outstanding
- 11 If the officer is on leave or about to proceed on leave (a) The date of commencement of leave and (b) The date of expiry of leave.
- 12 Are any negotiations/preliminary enquiries being made so that delivery may be taken of the computer within one month from the date of drawal of the advance.

13. a) Certified that I have not taken delivery of the Personal Computer on account of which, I apply for the advance and that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance
- b) Certified that I shall meet the difference between the actual cost of the vehicle and amount sanctioned to me from my own savings.
- c) Certified that the information given above is complete and true.

End: ( )

Signature of the Applicant

Forwarded to Sr DPO/IGT

(Counter Signature of the Branch officer)