

**FORM No-2
(Para-4)**

Form of application by a Government employee for an advance for the purchase of a Motor Car/Motor Cycle/Scooter/Moped/Personal Computer.

1.	Name of the applicant (in Block Letters)		
2.	Designation of the applicant and office in which employed.		
3.	a.	Whether permanent, if so the particulars of the permanent post.	
	b.	If not permanent, whether he is an approved probationer and if so, the name of the post and the date from which he has been declared as an approved probationer.	
	c.	Total period of Regular Service	
4.	Date of Birth		
5.	Date of retirement on superannuation.		
6.	Scale of Pay of the present post		
7.	Basic Pay in the present post (as defined under Fundamental Rule- 9 (21) (a) (i))		
8.	a.	Amount of gross salary (i.e., Pay + allowances)	
	b.	Total amount of deductions from the pay bill	
9.	a.	Whether the advance applied for is the first one.	
	b.	If, not:	
	i)	Amount of previous advance	
	ii)	Number and date of order in which such advance was sanctioned.	
	iii)	Date of drawal of such advance	
	iv)	Whether any amount of such advance is outstanding repayment (principal and interest to be shown separately).	
	v)	In case it is fully repaid whether the clearance certificate has been obtained from the Accountant General.	

10.	a	If the Motor Car/Motor Cycle/Scooter/ Moped/Computer is to be purchased in the open market name of the agency and the place of delivery (if possible).	
	b	Are any negotiations or preliminary enquires being made to facilitate delivery of Motor Car/ MotorCycle/ Scooter/Moped/Computer within one month from the date of drawal of the advance.	
	c	Anticipated price of the Motor Car/Motor Cycle/Scooter/Moped/ Computer.	
11.	i)	Whether the employee is/or was in possession of Motor Car/ Motor Cycle/ Scooter/Moped/Computer.	
	ii)	If so the amount or the anticipated amount of the sale-proceeds of the Motor Car/Motor Cycle/Scooter/ Moped/Computer.	
12.	Amount of advance applied for.		
13.	Number of monthly installments in which the advance may be recovered.		

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

I have not taken delivery of the Motor Car/Motor Cycle/Scooter/Moped/Computer on account of which I apply for the advance shall complete the payment and take possession of Motor Car/Motor Cycle/Scooter/Moped/Computer before the expiry of one month from the date of drawal of the advance, and I shall insure is immediately.

Station:

Signature of Applicant

Date: