

FORM 16
FORM GFR 27

APPLICATION FOR AN ADVANCE FOR PURCHASE OF
~~MOTOR CAR/MOTOR CYCLE/SCOOTER/MOPED/~~
PERSONAL COMPUTER

1. Name of the Applicant
2. Applicant's Designation.....
3. District and Station.....
4. Basic pay +NPA+ SI Pay & Level.....
5. Anticipated price of ~~motor car/cycle/~~personal computer.....
6. Amount of advance required.....
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer.....
8. Number of instalments in which the advance is desired to be repaid.....
9. Whether advance for similar purpose was obtained previously and if so-
 - (i) date of drawal of the advance.....
 - (ii) the amount of advance and/or interest thereon still outstanding, if any.....
10. Whether the intention is to purchase-
 - (a) a new or an old ~~motor car/cycle/~~personal computer
 - (b) if the intention is to purchase ~~motor car/cycle/~~personal computer through a person other than a regular or reputed dealer or agent, whether previous sanction of the competent authority has been obtained as required under Rule 18(3j) of the Central Civil Services (Conduct) Rules, 1964.....
11. Whether the officer is on leave or is about to proceed on leave-
 - (a) The date of commencement of leave.....
 - (b) The date of expiry of leave.....
12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the ~~motor car/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/cycle/~~personal computer on account of which I apply for the advance, 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.....

Date:

Signature of the Applicant

FORM II

[See Rule 29]

Form of Agreement to be executed before drawing an advance for the purchase of a Personal Computer

AN AGREEMENT made on.....day of.....two thousand and nineteen BETWEEN(HEREINAFTER CALLED THE Borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the President of India (hereinafter called the President, which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Compendium (hereinafter referred to as the said rules which expression shall include any amendments thereof for the time being in force), applied to the President for a loan of Rs.....for the purchase of a Personal Computer and whereas the President has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs.....to be paid by the President to the Borrower, the Borrower hereby agrees with the President :

(1) to pay the President the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and hereby authorizes the President to mark such deductions, and

(2) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a Personal Computer or if the actual price paid is less than the loan to repay the difference to the President forthwith, and

(3) to execute a document hypothecating the said Personal Computer to the President as Security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and

IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE Personal Computer has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies the whole amount of the loan and interest accrued shall immediately become due and payable.

IN WITNESS whereof the Mortgagor/Borrower has hereunto set his/ her hand and in the Ministry/Office of the AG (Audit), Assam for and on behalf of the President of India has hereunto set his/ her hand.

*Signed by the said in the presence of

1.....
2.....

(Signature of Witnesses)

.....
.....
(Signature & designation of the Borrower)

Signed by (Name & Designation)

For & on behalf of the President
Of India in the presence of

1.....
2.....

(Signature of Witnesses)

.....
.....
(Signature & designation of the Officer)

*Name and Designation of the Borrower.