

**APPLICATION FOR ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER**

1. Name of Applicant : .....
  
- ID No. : TNCHV.....
  
2. Designation & Section : .....
  
3. Residential Address : .....
  
4. Date Of Appointment : .....
  
5. Basic Pay : .....
  
6. Anticipated price of PC : .....
  
7. Amount of advance required : .....
  
8. Date of Superannuation/  
Retirement. : .....
  
9. Number of instalments in which the  
advance desired to be repaid : .....
- (Not exceeding 150)
  
10. Whether advance for similar purpose : .....
- was obtained previously and if so -
  
- (a) Date of drawal of advance : .....
- (b) Amount of advance and/for : .....
- interest thereon still outstanding,
- if any
  
11. Whether the intention is to : .....
- purchase -
- (a) a new or an old PC. : .....
- (b) If the intention is to purchase the : .....
- P.C. 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(3) of the Central Civil Service (Conduct) Rules, 1964.

12. 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 : .....

13. Are any negotiations or preliminary : .....
- enquiries being made so that delivery may be taken of the PC within one month from the date of drawl of advance?

14. (a) Certified that the information given : .....
- above is complete and true.

(b) Certified that I have not taken delivery: .....  
of Personal Computer on account of which I apply for the advance, that I shall complete negotiation for the purchase and pay finally and take possession of the same before the expiry of one month from date of drawl of the advance.

Date: .....

Signature of Applicant .....