

APPLICATION FORM FOR PERSONAL COMPUTER ADVANCE

1.	Name of the Applicant	
2.	Designation/Station	
3.	Pay- Level	
4.	Date of Appointment	
5.	Date of Birth	
6.	Date of Retirement	
7.	Staff No/PF No.	
8.	Bill Unit No	
9.	Mob. No.	
10.	Anticipated price of Personal Computer	
11.	No. of Installments of in which the advance is desired to be repaid	
12.	Whether advance for similar case has been obtained previously if so	
12. a)	Date of drawal of advance	
12. b)	The amount of advance and interest there still outstanding	
13.	Whether the intention is to purchase a new Personal Computer through a person other than a regular dealer or agency if so, whether previous sanction of the competent authority has been obtained under rule 15(12) of Central Civil Service (conduct) Rules 1954. Performa invoice to be enclosed	
14.	Whether the applicant is on leave or about to proceed on leave	
	a) Date of commencement of Leave	
	b) Date of expiry of leave	

I hereby declare that the particulars furnished above are true to my knowledge and I abide the condition, rules and regulations for grant of such advance, failing which I am aware that I am liable to be taken up under DAR besides recovery of the amount in lump sum with penal interest.

(Applicants Signature)

Forwarded to DPO/MDU

(Signature of Supervisor)