

## Application Form for Computer Advance

1. Name (in Block Letters) : .....
2. Father's/Husband's Name : .....
3. Name of the Parent Deptt. & Designation : .....
4. Name of the Deptt. where working : .....
5. Salary Head:-----Pay :-----+Grade Pay-----Total-----
6. Anticipated price of : .....
7. Amount of Advance required : .....
8. Date of joining in Haryana Govt. Service : .....
9. Date of Birth : .....
10. Date of Superannuation : .....
11. SBI A/C No. : .....
12. G.P.F. No. : .....
13. No. of instalment-----:Recoverable in-----
14. Whether permanent/temporary, (if temporary the surety of a permanent government employee of non-judicial stamp paper worth ₹ 15/- may be given: .....
15. Whether advance for the same purpose was obtained previously, if so;  
: Date-----Amount ₹-----
  - i) Date of drawal of the first advance : ----- ₹-----
  - ii) Date of drawal of the second advance : ----- ₹-----
  - iii) The amount of 1<sup>st</sup> / 2<sup>nd</sup> advance or interest thereon still outstanding if any : .....
  - iv) Sale proceeds of previous alongwith proof in support thereof : .....
16. (i) Whether the intention is to purchase a new-----through a person other than a regular dealer/ Agent (ii) Whether prior sanction of the competent authority has been obtained for the purchase of second hand-----as required under the employees conduct Rules.
17. (a) Certified that the information given is complete and true.  
(b) Certified that I have not taken delivery of the -----on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the -----before the expiry of one month from the date of drawal of the loan and further that the insurance of the-----will be comprehensive.  
(c) Certified that if I do not purchase the -----within two months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered.  
(d) Certified that I am unable to purchase the Personal Computer/Lap Top without Government loan  
(e) Certified that the purchase of Personal Computer/Lap Top will increase my efficiency in discharge of official duties.

Dated: .....

Signature of the Applicant-----

Designation-----

Department-----

### Certificate

(To be furnished by the Head of the Department/Controlling Officer)

- a) Certified that the sale proceeds or the previous-----is reasonable keeping in view of the condition of the -----.
- b) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Department Haryana from time to time,
- c) Above entries from Col. 1 to 14 have been checked and found correct.
- d) Certified that the purchase of Personal Computer/Lap Top will increase the efficiency of the applicant while discharging the official duties.
- e) A sum of ₹-----may please be earmarked for the purchase of-----.

Datd:-----

Signature of the Head of the Department/  
Controlling Authority with Designation