

APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF MOTOR CAR/ MOTOR CYCLE

1. Name of the Applicant
2. Applicant's Designation & Branch
3. District & Station
4. Pay
 - i) Substantive pay
 - ii) Officiating pay or Motor Car / Cycle
 - iii) Special/Personal Pay.
 - iv) Date of Confirmation.
5. Anticipated price of Motor car/Cycle
6. Amount of Advance required
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer.
8. No. of installments in which the advance is desired to be repaid.
9. Whether advance for the purchase of any conveyance obtained previously and if so.
 - i) Date of drawl of the advance.
 - ii) The amount of advance and of interest here on still outstanding, if any.
10. Whether the intension is to purchase.
 - a) New or old Motor Car / Cycle.
 - b) If the intention is to purchase Motor car/Cycle 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 15 (2) of the Central Services (Conduct) Rule 1955.
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 you negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/ Cycle with in one month from the date of draw of the advance.

- 13 (a) Certified that the information given is completed and true.
- (b) Certified that I have not taken delivery of the Motor Car/Cycle on account of which apply for the advance that I shall complete negotiations for the purpose of pay finally and taken possession of the Motor Car/Cycle before the expiry of one month from the date of drawl of the advance , and that I shall insure it from the date of taking delivery of its.

Applicants Signature

Station

No.

Forwarded to G.M.(P)/N. Rly. Hd. Qrs. Office, Baroda House, New Delhi duly verified along with the following documents for consideration and necessary action in the matter.

1. Essentially certificate from Head of Office.
2. Agreement on prescribed Proforma, duly completed on mark paper (Court paper).
3. Quotation having detailed cost of vehicle.
4. Service particulars of the application and date of confirmed duly verified.
5. Pay particulars of the applicant and deduction as duly verified.
6. Declaration of the applicant that they will purchase the vehicle within a period of the month from the date of receipt of advance failing to do so will render him liable to be taken up under D&AR apart from him being called upon to refund the entire amount forthwith to the Govt.
7. In case the applicant it is a temporary employee, surety from a permanent Rly Employee who is not governed under P.W. Act.
8. Service and pay particulars of the surety in detail duly verified.

Date :