



APPLICATION FORM FOR AN ADVANCE FOR PURCHASE OF A PERSONAL COMPUTER

- 1** Name of the applicant :
- 2** Designation :
- 3** Name of the Office in which the applicant is employed :
- 4** Residential address of the applicant :
- 5** **a** Pay Level :
- b** Basic pay :
- 6** Gross salary per month (indicate every item separately) :
- 7** Carry home salary (net) :
- 8** Date of birth :
- 9** Date of entry into University Service :
- 10** 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 :
- 11** Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Personal Computer within one month from the date of drawl of the advance :
- 12** Date of retirement :
- 13** Amount of advance applied for Personal Computer :
- 14** Number of instalments in which the advance is desired to be repaid :
- 15** Type of Personal Computer for which advance is applied for :

- 16** Name of the firm or party from :
whom the personal computer is
proposed to be purchased with full
address
- 17** Price of the Personal Computer to :
be purchased
- 18** Whether Proforma/ Invoice of the :
firm for the personal computer is
enclosed
- 19** Whether the applicant has drawn :
an advance for the purchase of
Motor Car and if so furnish the
following particulars
- a** Date of drawl of Motor Car :
Advance
- b** Whether the Motor car :
Advance together with interest
have been repaid fully to the
University
- c** Whether a period of 4 years :
has elapsed from the date of
drawl of Motor Car Advance

DECLARATION

Certified that I am not in possession of a personal computer and I have not drawn the personal computer advance which I have applied for till date, that I shall complete the payment for and take possession of the personal computer before the expiry of one month from the date of drawl of the advance and I shall insure it within one month from the date of taking delivery of personal computer and that I will use the Personal Computer for my personal use only and will not use the same for business purpose or for private hire.

STATION :

SIGNATURE OF THE APPLICANT

DATE :