

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI- 620 024.

FORM OF APPLICATION BY A GOVERNMENT SERVANT FOR AN
ADVANCE FOR PURCHASE OF A
MOTOR CAR / MOTOR CYCLE / SCOOTER / MOPED.

1.	Name of the applicant	
2.	Designation	
3.	Name of Office in which the applicant is employed	
4.	Residential address of the applicant	
5.	a) Basic pay b) Scale of pay	
6.	Gross Salary per month (Indicate every item separately)	
7.	Carry-Home Salary (Net)	
8.	Date of Joining Government Service	
9.	Details as to the post in which the applicant is an approved probationer (or) the post in which he is confirmed.	
10.	Date of Birth	
11.	Date of Retirement	
12.	Amount of Advance applied for	
13.	Type of Vehicle for which advance is applied for	
14.	State whether the vehicle to be purchased is new or old.	
15.	Name of the Firm or Party from whom the vehicle is proposed to be purchased with full address.	
16.	In the case of new vehicle state whether proforma Invoice of the Firm for the vehicle is enclosed.	

17.	In the case of old vehicle state whether letter of consent by the settler is enclosed.	
18.	Price of the vehicle to be purchased.	
19.	Whether the seller of the old vehicle is related to the applicant?	
20.	<p>If the applicant was already in possession of a vehicle furnish the following details.</p> <p>a) Name of the Vehicle he was in possession of</p> <p>b) The period (Denoting the dates from ----- to ----- during which he was in possession of the vehicles.</p> <p>c)The date on which he sold the vehicle.</p> <p>d) Sale price of the vehicle.</p> <p>e)whether the old vehicle was purchased with the advance obtained from the University.</p>	
21.	<p>Whether at present the applicant is in possession of any vehicles? If so, furnish the following details.</p> <p>a) Name of the Vehicle.</p> <p>b)The date from which he is in possession of the vehicle?</p> <p>c)Whether the vehicle was purchased with the advance obtained from the University?</p> <p>d) The proposed sale price of the vehicle.</p>	
22.	<p>Whether the applicant has given away as gift, or sold the vehicle purchased out the University advance or out of his personal funds as the case may be?</p> <p>If so, the date on which it was given.</p> <p>Away as gift or was sold the sale price, may be furnished.</p>	

23.	Whether the applicant has applied for the first time for vehicle advance?	
24.	If not the number of times the applicant had received vehicle advance previously, the number and the date of the sanction orders as well as the amount of advances sanctioned.	
25.	<p>If the applicant was sanctioned with vehicle advance previously, whether such sanction order has been cancelled consequent to his non-availing of the advance?</p> <p>If so, the details there of</p>	
26.	<p>If the applicant was sanctioned with vehicle advance and availed the same.</p> <p>whether he was directed to repay the vehicle advance so availed in full for the reason that the vehicle was purchased in violation of or in contravention of rules? If so, the details thereof.</p>	
27.	If the price of the vehicle is in excess of the amount of advance applied for the proposed source from which he wants to meet out the difference.	
28.	<p>Whether the applicant has now applied for advance for the purchase of Motor Cycle/ Scooter/ Moped having already availed Cycle advance from University?</p> <p>If so, state the number and date of sanction order for the Cycle advance.</p>	
29.	<p>a) whether the applicant is on leave.</p> <p>b)If so, the nature of leave.</p> <p>c)The date from which the applicant is on leave.</p> <p>d)Date of expiry of leave.</p>	

30.	a) whether the applicant is likely to proceed on leave. b) If so, the nature of leave. c)The date from which the applicant is on leave. d) Date of expiry of leave.	
31.	Mode of recovery Car (NEW) (The number of equal monthly instalments as the University Servants may elect but not exceeding 200 instalments) Two Wheeler (New) (60 monthly instalments)	

DECLARATION

Certified that the particulars given above are complete and true.

Certified that I have not purchased the ----- vehicle for which I have applied for advance, till date, that I shall complete the payment for and take possession of the ----- vehicle 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 it. I shall insure it as third party insurance.

SIGANTURE OF THE APPLICANT

DATE :
STATION :