



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/PERSONAL COMPUTER

1. Name of Applicant:
2. Applicant's Designation:
3. District and Station:
4. Basic Pay:
5. Anticipated price of Motor Car/ Motor Cycle/Personal Computer:
6. Amount of advance required:
7. Date of superannuation or retirement or date of expiry of contract in case of contract officer:
8. Number of installments in which the advance is desired to be repaid:
9. Whether advance for similar purpose was obtained previously and if so:-
 - i) Date of drawal of the advance:
 - ii) The amount of advance and or interest thereon still outstanding, if any:
10. Whether the intention is to purchase
 - a) A new or an old Motor Car/Motor Cycle/ Personal Computer:
 - b) If the intention is to purchase Motor Car/ Motor Cycle/Personal Computer from a person having official dealings with Govt. servant, whether previous sanction of competent authority has been obtained as required under rule 18(3) of Central Civil services (conduct)Rules, 1964 :

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 any negotiations or preliminary enquiries being made so that delivery of Motor Car/ Motor Cycle/ Personal Computer may be taken within one month from the date of drawal of the advance?
13. a) Certified that the information given above is complete and true.
- b) Certified that I have not taken delivery of the Motor Car/Motor Cycle/ Personal Computer on account of which I am applying for the advance, that I shall complete negotiation for the purchase of, pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Date:

Applicant's Signature

P. S. Additional Information:-

- i) Whether permanent or temporary:
- ii) Date of next increment:
- iii) If temporary, whether surety bond from permanent Govt. Servant of equivalent or higher cadre has been enclosed:

Yes/No

Form of Agreement to be executed before drawing an advance for the purchase of a Motor Vehicle/Personal Computer.

An AGREEMENT made on _____ Day of _____ Two thousand _____ BETWEEN _____ (herein after called the Borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the President of India (herein after called the President, which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the General Financial Rules, 1963 (herein after referred to as the said rules which expression shall include any amendments thereof for the time being in force), applied to the President for a loan of Rs. _____ for the purchase of a Motor Vehicle/Personal Computer and whereas the President has agreed to lend the said amount to the Borrower on the terms and conditions herein after contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the President to the Borrower, the Borrower hereby agrees with the President (1) to pay the President the said amount with interest calculated according to the said rules and hereby authorises the President to make such deductions. And (2) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a Motor Vehicle/Personal Computer or if the actual price paid is less than the loan to repay the difference to the President forthwith, and (3) to execute a document hypothecating the said Motor Vehicle/ Personal Computer to the President as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE/ PERSONAL COMPUTER has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the MORTGAGOR/BORROWER has hereunto set his hand and Shri _____ in the Ministry /Office _____ of for and on behalf of the President of India has hereunto set his hand.

Signed by the said in the Presence of

1. _____	_____
2. _____	_____
(Signature of Witnesses)	(Signature and designation)
of	the Borrower)

Signed by (Name and designation)

For and on behalf of the President of India in the presence of

1. _____	_____
2. _____	_____
(Signature of Witnesses)	(Signature and designation of the Officer).

UNDERTAKING

I _____ of _____
_____ (Name of Office) do hereby undertake as follows:

1. I am still/willing to take Scooter/Motor Car/Motor Cycle/Personal Computer Advance.
2. I will accept the maximum permissible amount of advance, if granted to me any time up to close of current financial year i.e. Up to or as and when my turn comes up.
3. I will draw the advance only after confirming its delivery within one month from the date of receipt and arranging excess money required for purchase of scooter/Motor Car/Motor cycle/Personal Computer Advance.
4. I will complete all the formalities of purchase of Scooter/Motor Car/Motor Cycle/Personal Computer within one months' time from the date of drawal of advance.
5. Due to unavoidable circumstances beyond my control or beyond the control of the selling agency. If the delivery of scooter is not possible within a month's time, I will either refund the entire amount in one lump-sum or seek extension of time limit for a maximum another one month before the expiry of normal period of one month. In case the extension is granted, I will complete all the formalities including submission of all necessary documents within the period so extended. If purchase still does not materialize, I will refund the amount immediately.
6. That I do not possess Scooter/Motor Car/Motor Cycle/Personal Computer in own name.
7. My present basic is Rs. _____ and the date of next increment is _____.

Dated _____

Signature
Name _____
(in block letters)
Designation _____

.....
ACKNOWLEDGEMENT
(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Establishment Division)