

FORM-I

APPLICATION FOR ADVANCE FOR THE PURCHASE OF MOTOR CAR/JEEP/ SCOOTER/MOTOR-CYCLE/MOPED

1. Name
2. Employee No.
3. Designation
4. Headquarters
5. Basic Pay and scale of pay as on the date of application
6. Type of vehicle to be purchased
(Tick the appropriate one) Motor Car/Jeep/Motor
Cycle/Scooter/Moped
7. Brand Name of the Vehicle
8. Whether old or new
9. Is advance required for repayment of advance under Rule 3.1.1 & or 4.2.1 (if yes, enclose letter from concerned authorities)
10. Date of joining
11. Amount of advance required
12. Anticipated cost of the vehicle
(enclose quotation from the dealer/seller)
13. No. of installments in which repayment is proposed
14. Details of employee giving surety:
 - (a) Name
 - (b) Designation/Deptt.
 - (c) Employee No.
 - (d) Place of posting
 - (e) Gross pay per month (Pay + DA only)
 - (f) Date of confirmation
 - (g) Year of retirement
 - (h) No. of cases in which he has already given surety.

(DECLARATION TO BE FURNISHED BY THE APPLICANT)

- 1) I have read and understood the Rules under which the advance will be sanctioned by the Company and agree to abide by the conditions of the grant of advance prescribed by the Company.
- 2) The details furnished in the application are true to the best of my knowledge and belief.
- 3) I undertake to furnish a fresh surety bond from another employee in the event of surety as mentioned above leaving services of the company before hypothecating the vehicle.
- 4) I do not own a vehicle of the type for which advance is required/higher type.

Date:

Signature

Enclosures:

Certified that it is necessary for the applicant to maintain and use his own conveyance in the interest of Company's work.

Head of the Department

Date:

Designation (Seal)

Certified that the funds to the extent of Rs.....
available for disbursement during the financial year.....

Date:
Section

Officer incharge of Budget

Certified that the individual is member of CPF since.....

For Secretary, SJVN Employees CPF Trust.