

**PROPOSAL SHEET FOR SANCTION OF COMPUTER ADVANCE FOR
REPAYMENT**

(To be filled in duplicate)

Name of the employee:

Type and brand of Computer for which advance is required

Designation:

Department:

Amount of advance Rs.

Points to be examined and replied by the dealing Officer in Personnel Department for information of Sanctioning Authority.

S.No.	Points	Reply
		(To be furnished in YES OR NO)
1.	Is advance applied for repayment of advance taken from earlier employer? If yes, whether documentary evidence has been submitted in support, from the previous employer about the outstanding amount of advance & interest accrued thereon? (Yes/No)	
2.	Whether the organization to which the advance is to be repaid is a Govt. Deptt./Public Sector Undertaking/Statutory Corporation/Quasi-Govt. Body/Bank/Financial Institution. (Yes/No)	
3.	Whether payment is required to be made directly to the Organization/Bank/Financial Institution. (Yes/No)	
4.	The amount of advance and number of instalments in which it is to be repaid is within our Rules. (yes/No)	
5.	The employee has agreed to hypothecate the Computer/Peripherals within 30 days from the date of payment. (yes/No)	

Certified that the detailed contained in the application form and *questionnaire furnished by the applicant have been verified and found to be in order. Based on these details the applicant is eligible for sanction of advance.

Sanctioned

Sr. Personnel Officer/Personnel Officer

Sanctioning Authority

Date: