

UNIVERSITY OF DELHI
(HOUSE BUILDING/CONVEYANCE CELL)



APPLICATION FORM FOR GRANT OF ADVANCE FOR PURCHASE OF CAR/MOTOR CYCLE/SCOOTER/CYCLE/PERSONAL COMPUTER*

- 1 Name of the Applicant.....
2. Father's/Husband's Name.....
3. Designation.....
4. Department/Section..... Telephone No.....
5. Residencial Address.....
.....
..... Telephone No.....
6. Nature of Employment..... Permanent/Temporary
(with Date of Appointment).....
- 7 Emoluments (i) Basic Pay.....
(ii) Allowance.....
(iii) Total
8. Amount of Salary received after all deducations for the proceedings month Rs.
9. Amount of Advance requiried Rs.....
10. Date of Superannuation/Retirement.....
11. Number of Instalment for repayment.....
12. Whether advance for similar purpose was obtained previously, and if so :-
 - (i) Date of drawal of the Advance.....
 - (ii) Purpose for which drawn CAR/SCOOTER/CYCLE/MC/PC/.....
 - (iii) Amount of the Advance, if any Rs.....
 - (iv) Outstanding Amount of the Advance, if any Rs.....
 - (v) Sale of OLD CAR/SCOOTER/CYCLE/MC/PC/Rs.....

CERTIFICATE TO BE GIVEN BY THE APPLICANT

- 1 Certified thta I have not taken delivery of the Vehicle for which I submit the Application for grant of Advance.
- 2 I affirm that the facts and information given above are true to the best of my knowledge.
3. In cases, I cease to be a University employees before the advance is repaid in full, authorise the University to adjust the balance of the advance with interest from the amount payable to me by the University.

Signature of the Applicant

**Strike out which are not applicabl.*

P.T.O.

(In case the applicant is Temporary but has rendered at least two years service against substantive post surety to be furnished)

(The surety should be of a comparable or Higher Authority)

I HEREBY OFFER THE SURETY⁴

Name of the Surety.....

Designation.....

Department /Section.....

Signature of the Surety with date.....

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT

This is to certify that purchase of.....by.....
is necessary for efficient discharge of his Official Duties.

This is also certified that the particulars given by the Applicant in the application has been verified from the record and found to be correct.

Recommended for grant of Rs.

*Signature of the Head of the Department
(with Seal)*

FOR THE USE OF FINANCE BRANCH

The above Advance has been sanctioned by the P.V.C./Registrar vide his orders dated.....

Passed for payment for Rs.....

(Rupees.....)

Debit Head.....

Paid vide Cheque No..... dated.....

Section Officer

Asstt. Registrar (A/cs-I)