

**APPLICATION FORM FOR THE PURCHASE OF PERSONAL COMPUTER**

1	Name of the Applicant	
2	Applicant's designation	
3	District and Station	
4	Pay band & Grade Pay	
5	Anticipated price of Personal Computer	
6	Amount of advance required	
7	Date of superannuation or retirement or date of expiry of contract in case of a 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: (i) A new or an old Personal Computer. (ii) If the intention is to purchase Personal Computer through a person other than a regular or reputed dealer or agent, whether previous sanction of the competent authority has been obtained as required under rule 15 (2) of the 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 may be taken of the Personal Computer within one month from the date of drawal of the advance?	
13	(a) Certified that I have not taken delivery of the Personal Computer on account of which I apply for the advance that I shall complete negotiations for the purchase of, pay finally and taken possession of drawal of the advance. (b) Certified that the information given above is complete and true.	

Applicant's Signature