

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/18
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 2

APPLICATION FOR ADVANCE FOR PURCHASE OF PERSONAL COMPUTER

1. Name of the Government Servant :
2. Designation :
3. Division/ Section/ Unit :
4. Pay Level/ Grade Pay :
5. Date of appointment in ICAR :
6. Date of Superannuation or Retirement :
7. Anticipated price of the Personal Computer :
8. Amount of advance required :
9. Number of installments in which the advance is desired to be repaid. :
10. Whether advance for similar purpose was obtained previously and if so. :
 - i) Date and order of drawal of the advance :
 - ii) The amount of advance and /or interest thereon still outstanding, if any :
11. Whether the intention is to purchase. :
 - i) A new or an old Personal Computer :
 - ii) If the intention is to purchase Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services(Conduct) Rules :

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12. 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. Whether Proforma Invoice for the :
Personal Computer is enclosed?

I certify that the information given above is true and complete.

I also certify that I have not taken the delivery of the Personal Computer on account of which I have applied for the advance.

I also certify that I shall purchase the Personal Computer before the expiry of one month from the date of drawal of the advance.

Place:

Dated:

Signature of the Employee

Forwarded by concerned Head/ in-charge

(Name, Designation & Dated Signature)

To,

The Senior Admin. Officer

ICAR – IIVR, Varanasi.