



**HARYANA POWER GENERATION CORPORATION LIMITED**  
**Application Form for Vehicle Advance**

1. Name (in Block Letter) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Name of the Parent Deptt. & Designation : \_\_\_\_\_
4. Name of the Deptt. Where working : \_\_\_\_\_
5. Basic Pay \_\_\_\_\_ D.Pay \_\_\_\_\_ Spl Pay/NPA \_\_\_\_\_ Total \_\_\_\_\_
6. G.P.F. A/C No. : \_\_\_\_\_
7. Anticipated price of : \_\_\_\_\_
8. Amount of Advance required : \_\_\_\_\_
9. Date of joining in Service : \_\_\_\_\_
10. Date of Birth : \_\_\_\_\_
11. Date of Superannuation : \_\_\_\_\_
12. Whether permanent/temporary, (if temporary the surety of a permanent employee of non-judicial stamp paper worth Rs. 15/- may be given.  
: \_\_\_\_\_
13. Whether advance for the same purpose was obtained previously, if so:

	<b>Date</b>	<b>Amount</b>
i) Date of drawal of the First advance	:	_____ Rs _____
ii) Date of drawal of the second advance	:	_____ Rs _____
iii) The amount of 1 <sup>st</sup> advance or interest Thereon still outstanding if any	:	_____
iv) Sale proceeds of previous vehicle Alongwith proof in support thereof	:	_____
14. (I) whether the intention is to purchase a new \_\_\_\_\_ through a person other than a regular dealer/Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand \_\_\_\_\_ as required under the employees conduct Rules.
15.
  - a) Certified that the information given is complete and true.
  - b) Certified that I have not taken delivery of the \_\_\_\_\_ on account of which I apply for the advance and that I shall complete negotiations for

the purchase and pay finally and take possession of the \_\_\_\_\_ before the expiry of one month from the date of drawal of the loan and further that the insurance of the \_\_\_\_\_ will be comprehensive.

- c) Certified that if I do not purchase the \_\_\_\_\_ within one months from the date of drawal of advance, the HPGCL is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered. Certified that I am unable to purchase the \_\_\_\_\_ without HPGCL loan.
- d) Certified that the purchase of \_\_\_\_\_ will increase my efficiency in discharge of official duties.

Dated: \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

### **Certificate**

**( To be furnished by the Head of the Department/Controlling Officer)**

- a) Certified that the case has been examined in accordance with the rules/instructions issue by the HPGCL from time to time.
- b) Certified that the purchase of vehicle will increase the efficiency of the applicant while discharging the official duties.
- c) A sum of Rs. \_\_\_\_\_ may please be earmarked for the purchase of \_\_\_\_\_.

**Dated:** \_\_\_\_\_

**Controlling Authority with Designation.**