



**APPLICATION FORM FOR COMPUTER ADVANCE**

1. Name \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Office in which Employed \_\_\_\_\_
4. Designation with class : I,II,III,IV \_\_\_\_\_
5. Basic Pay Rs. \_\_\_\_\_ S.Pay Rs. \_\_\_\_\_ Total Rs. \_\_\_\_\_
6. Date of Birth \_\_\_\_\_
7. Date of Retirement \_\_\_\_\_
8. Anticipated price of Computer \_\_\_\_\_
9. Amount of Advance required \_\_\_\_\_
10. Date of joining into erstwhile HSEB \_\_\_\_\_
11. Whether confirmed or not if confirmed that the date of confirmed \_\_\_\_\_  
and post against which confirmed be given \_\_\_\_\_
12. Whether advance for the similar purpose was obtained previously and if so \_\_\_\_\_
  - (i) Date of advance the 1st drawl \_\_\_\_\_
  - (ii) Date of advance the 2nd drawl \_\_\_\_\_
  - (iii) The amount of advance (1st/2nd) or interest thereon still outstanding if any \_\_\_\_\_
  - (iv) Sale proceed of previous computer alongwith proof in support thereof \_\_\_\_\_

Whether the intention is purchase a new computer through a person other than a regular/reputed dealer/agent and whether prior sanction of the computer authority has been obtained for the purchase of 2nd hand computer as required under the employees conduct rules.

- a) Certified that the information given above is complete and true.
- b) Certified that I have not taken delivery of the computer 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 computer before the expiry of one month/ from the date of taking delivery of computer and further that the insurance will be comprehensive.
- c) Certified that I do not mortgage the computer to HPGC within one month from the date of drawl of advance, the HPGC fully empowered to adjust entire salary (all Pay and Allowances) toward the advance till it is fully recovered.
- d) Certified that if I am unable to purchase the computer without HPGC loan.

Signature  
Name  
Designation  
Office



## **CERTIFICATE**

(TO FURNISHED BY HEAD OF THE DEPARTMENT/CONTROLLING OFFICER)

- a) Certificate that sale proceeds of the previous Computer is reasonable keeping in the view the condition of the computer.
- b) Certified that the case has been examined inn accordance with the rule/ instruction issued by HPGC from time to time.
- c) Certified that the purchase of computer will increase the efficiency of the applicant while discharging the official duties and a sum of Rs.\_\_\_\_\_ may please be earmarked.

Signature of the Head of Department/  
Controlling Authority with Designation