

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI

APPLICATION FOR A LOAN FOR THE PURCHASE OF CONVEYANCE.

1. Name of applicant GPF A/c No.
(in full BLOCK letters)
Date of Confirmation : EMPL CODE No.
2. Designation ECR No.
3. Deptt. in which attached ESTBL No.
4. Duties assigned (field / Non-field): Date of superannuation or retirement or
date of contract in case of contract officer
5. Conveyance Allowance attached to the post Rs. Particulars S.No.:-1 to
Verified
6. Present pay as on 1st April, 2000
(Basic pay in Vth Pay Commission / S.S. Scale) S. O. (
7. Date of appointment
And length of serviceyearsmonths.
8. The conveyance required to be maintained :for official use.
9. The conveyance proposed to be purchased
10. Make of Vehicle
11. Actual price of Motor Car / Motor Cycle / Scooter:
12. Amount of loan applied for
13. No. of monthly instalments (in whole rupees): in which the
advance is desired to be re-paid.
14. Amount of each instalment:
15. The date on which the conveyance was last purchased with Municipal loan :
.....
- a) Date of drawl of the advance:
- b) The amount of the advance and/or interest thereon still outstanding, if any:
16. Surety if any:
 - a) Name (in full): Date of confirmation
 - b) Designation: EMPL CODE No.
 - c) Present pay : ECR No.
(Basic pay in IVth Pay Commission / S.S. Scale)
 - d) Deptt. to which attached SUPRV No.
 - e) Length of Service ESTBL No.
 - f) Date of retirement

(SIGNATURE OF THE SURETY)

Dated the :

Surety Particulars S.No. A to F verified

S. O. (

17. Whether the intention is to purchase :-

- a) A new or an old Motor Car / Motor Cycle / Scooter :
- b) If the intention is to purchase Motor Car / Motor Cycle / Scooter 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 Service (Conduct) Rules, 1964.

18. Whether the Officer / Official is on leave or is about to proceed on leave :

- a) Date of commencement of leave :
- b) Date of Expiry of Leave :

19. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/Scooter within one month from the drawl of the advance :

20. a) Certified that the information given above is complete and true.
- b) Certified that I have not taken delivery of the Motor Car/ Motor Cycle / Scooter on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and this possession of the Motor Car/ Motor Cycle/ Scooter before the expiry of one month from the date of drawl of the advance and that I shall ensure it from the date of delivery of it.

(APPLICANTS SIGNATURE)

- i) I am satisfied that Shri has the capacity to repay the advance.
- ii) It is certified that the duty of Shri Designation
Deptt. is field / Non-field and Conveyance Allowance of
Rs. is attached to the post.
- iii) Recommended and forwarded to the Secretary for taking further action in the matter.

SIGN. OF THE HEAD OF DEPTT.:

DESIGNATION :

SIGN. OF SECRETARY :

ORDERS OF SECRETARY / DIRECTOR (P) :

Sanctioned a loan of Rs. (Rupees)
..... only) recoverable in instalments of
Rs. of interest @ per annum provisionally. A rebate of 2.5%
will be allowed, if he fulfills the terms and conditions of C.P.A.

DIRECTOR (A/C)

SECRETARY / DIRECTOR (P)