

**NEW DELHI MUNICIPAL COUNCIL**  
**PALIKA KENDRA: NEW DELHI**

**APPLICATION FOR A LOAN FOR THE PURCHASE OF COMPUTER.**

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. Present pay as on 1st April, 2000 .....  
 (Basic pay in Vth Pay Commission / S.S. Scale) .....
5. Date of appointment ..... Particulars S.No.:-1 to 5  
 And length of service ..... years ..... months. Verified
6. The computer required to be maintained : ..... for official use. S. O. (
7. The computer proposed to be purchased .....
8. Make of computer .....
9. Actual price of computer: .....
10. Amount of loan applied for .....
11. No. of monthly instalments (in whole rupees): ..... in which the  
 advance is desired to be re-paid. ....
12. Amount of each instalment: .....
13. The date on which the computer 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: .....
14. 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 .....

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 (SIGNATURE OF THE SURETY)

Surety Particulars verified

S. O. (

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15. Whether the intention is to purchase :- .....
- a) A new Computer : .....
- b) If the intention is to purchase 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 Service (Conduct) Rules, 1964. ....
16. 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 : .....
17. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Computer within one month from the drawl of the advance : .....
18. 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, that I shall complete negotiations for the purchase of pay finally and this possession of the Computer 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 Computer 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)