

FORM-VI
Application form for grant of personal computer

1. Name of the applicant :
2. Applicant's designation :
3. District and Station :
4. Basic pay :
5. Anticipated price of personal computer :
6. Amount of advance required :
7. Date of **superannuation** or retirement or date:
of expiry of contract in case of a contract officer.
8. No. of installments in which the advance is :
desired to be repaid.
9. Whether advance for similar purpose was : **No.**
obtained previously and if so.
- (i). Date of drawal of advance : **No.**
- (ii). The amount of advance and/or interest thereon: **No.**
still outstanding, if any (pay slip to be attached).
- 9.A.i. Total monthly recovery towards all :
advances at present.
- ii. Present take home pay :
- iii. Whether Bank Loan availed, If so, what is : **No.**
EMI (Equal monthly installment).
10. Whether the intention is to purchase:
(a) A new or an old Personal Computer : **New Personal Computer.**
- (b) If the intention is to purchase Personal Computer from a person having official dealings
with the Govt. Servant, whether previous sanction of the competent authority has been
obtained as required under Rule-18(3) of the Central Civil Services (Conduct) Rules-
1964.
11. Whether the officer is on leave or is about : **No.**
to proceed on leave
(a) The date of commencement of leave.
(b) The date of expiry of leave.
12. Are any negotiations or preliminary enquiries being made so : **Yes.**
that delivery may be taken of the Personal Computer within
one month from the date of drawal of the advance ?
- 13.a. Certified that the information given above is complete and true.
b. Certified that I have not taken delivery of the Personal Computer on account of which I
apply for the advance, that I shall complete negotiations for the purchase of pay finally
and take possession of the same before the expiry of one month from the date of drawal
of the advance
Certified that the information given above are true and correct.

Date:

Applicant's Signature

Recommendations of Head of Division / Unit.

The case of _____, Designation: _____ is
recommended / not recommended for grant of Personal Computer Advance.

Sr.Suptd.of Post Offices,
Koraput Division, Jeypore(k)-764001