

**APPLICATION FORM FOR ADVANCE OF THE PURCHASE OF
ELECTRIC MOTOR CAR / MOTOR CYCLE ETC.**

1. Name, Designation and present official address of the applicant. :
2. Whether the applicant is a permanent Govt. servant, if so the post in which he has been made permanent if the applicant is a temporary Govt. servant, a surety bond form from a permanent Govt. servant in Form No. 18 of OGFR Vol.II alongwith a certificate from the concerned Establishment Officer regarding Permanently of the surety should be enclosed. :
3. Present monthly basic pay drawn by the applicant. :
4. Amount of net monthly pay after all deductions are affected. :
5. Date of Birth. :
6. Date of superannuation (in case the applicant held a contract service, the date of expiry of the contract). :
7. Anticipated price of the Electric Motor Car/Cycle. :
8. Whether the intention is to purchase a new Electric Motor Car/Cycle (if so, the allotment order or negotiation document from a regular/reputed dealer or agent of the vehicle, as the case may be to be furnished). :
9. If the intention is to purchase a second hand Electric motor car/cycle from private individual (whether previous sanction of competent authority has been obtained as required under Rule 21 (2) of the Orissa Govt. servants conducted Rules). (The negotiation letter regarding deal should be furnished). :
10. Amount of advance required :

11. The number of monthly consecutive Installments in which the advance desired to be repaid. :
12. Whether advance for similar purpose was availed previously. and if so, :
- (a) Whether for Electric Motor Car/Cycle :
- (b) Amount & Date of drawal of the advance. :
- (c) Whether the Principal along with the interest has already been paid in full (if so, no claim certificate from A.G., Orissa should be furnished). :
- (d) If not, amount of Principal/Interest outstanding. :
- (e) Sale proceed/anticipated sale proceed of the previous Electric Motor car/Motor Cycle which is intended to be replaced. :
13. Whether the Officer is on leave or is about to proceed on leave if so, :
- (a) The date of commencement of: leave :
- (b) The date of expiry of leave. :
14. The Treasury/Sub.Treasury from which the advance is to be drawn. In case the applicant is not Drawing Officer, the designation of the concerned Drawing Officer should be given. :

Certified that I have not taken delivery of the Electric Motor Car/Cycle on account of which I apply for the advance, that shall complete negotiations for the purchase, pay, finally and take delivery of Electric Motor Car/Cycle before expiry of three month from the date of drawal of the advance and that I shall ensure it from the date of taking delivery of it.

* Certified that I have not defaulted either in repayment of principal or payment of interest in respect of any loan availed by/me from any source of the State Govt.

* I undertake to intimate any change of/designation /station/Treasury/Sub-Treasury Drawing Officer etc. during the pendency of the application for disposal.

**I undertake to intimate the amount drawn and the date of drawal with 3 days thereof.

SIGNATUE OF THE APPLICANT
DATE

UNDERTAKING

I _____ of _____

_____ (Name of Office) do hereby undertake as follows:

1. I am still\willing to take Electric scooter/Motor Car/Motor cycle Advance.
2. I will accept the maximum permissible amount of advance, if granted to me any time up to close of current financial year i.e. Up to 31.03.2024 or as and when my turn comes up.
3. I will draw the advance only after confirming its delivery within one month from the date of receipt and arranging excess money required for purchase of Electric scooter / Motor Car/ Motor cycle.
4. I. will complete all the formalities of purchase of Electric scooter / Motor Car / Motor cycle within three month time from the date of drawal of advance.
5. Due to unavoidable circumstances beyond my control or beyond the control of the selling agency. If the delivery of Electric scooter/Motor Car/Motor cycle is not possible within three month's time, I will either refund the entire amount in one lump-sum or seek extension of time limit for a maximum another one month before the expiry of normal period of three months. In case the extension is granted, I will complete all the formalities including submission of all necessary documents within the period so extended. If purchase still does not materialize, I will refund the amount immediately.
6. That I do not possess Electric scooter/Motor Car/Motor cycle in own name.
7. My present basic is Rs. _____ and the date of next increment is _____.

Signature

Name _____

(In block letters)

Designation _____

Dated: _____