

ANNEXURE IV (REVISED OCTOBER, 1976)

APPLICATION FORM FOR THE ADVANCE FOR THE PURCHASE
OF MOTOR CYCLE/ SCOOTER, CAR

1.
 - I. Name of the applicant (in Block Letters) :-----

 - ii. Father's Name :-----
2. Designation :-----P.F.No.-----
3. Posted at PADB/ SADB :-----
4. a) Whether permanent or temporary.
If, temporary attach surety of a permanent Bank Employee with the surety's permanent status duly certified by his office .
b) Date of his retirement of surety which should be later than the date of retirement of the applicant. :-----
5. Scale of Basic Pay: :-----
6. Anticipated price of car/ M.Cycle /Scooter :-----
7. Amount of Advance required :-----
8. a) Date of entry into Bank Service :-----
b) Date of retirement :-----
9. Number & rate of instalments in which the advance is to be repaid :-----
10. Whether advance for similar purposes was obtained previously and if so. :-----
11. i.) Date of drawal of the Advance :-----
ii.) Amount of advance and or interest thereon still outstanding, if any :-----
12. Whether the intention is to be purchased :-----
 - a) A new or old M.cycle/Scooter :-----
 - b) If the intention is to purchase M.Cycle/Scooter through a person other than a regular or reputed dealer or agent, the previous sanction of the competent authority has been obtained as required under Rule 8 of the Govt.Servant Conduct Rules or rule 15(2) of the all India Services (Conduct) Rules, 1955 :-----

13. **Whether the official/officer is on leave or is about to proceed on leave** :-----
a) **Date of commencement of leave** :-----
b) **Date of expiry of leave** :-----

14. **Documentary proof to show that negotiations have been made and that delivery will be taken within one month from the date of withdrawal of the Advance.** :-----

15. **Name of the Bank from where funds Are to be drawn** :-----

CERTIFICATES:-

16. a) Certified that the information given above is complete and true.
i. Certified that I have taken no delivery of the motor cycle/scooter for which I have applied for the advance.
c) Certified that I have completed negotiations for the purchase of Motor Cycle/Scooter/Car and will take possession of Motor Cycle/Scooter/Car before the expiry of one month from the date of drawal of advance, and in the event of my failure to purchase the conveyance within one month of the drawal of advance I undertake to refund the entire advance together with interest in lumpsum.
d) Certified that I shall insure the vehicle from the date of taking delivery of vehicle.
e) Certified that I am unable to make the purchase without the loan applied for.
f) Certified that agreement in PFR For 21 has been executed.

DOCUMENTS ENCLOSED:-

1. **Latest Salary Certificate.**
2. **Quotation/Invoice or, copy of the Insurance along with valuation from approved surveyor as the case may be.**

**Signature of the applicant
Designation**

Address:-

Forwarding from the concerned immediate superior :-