

**Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner (MSME)**

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR  
CAR /COMPUTER /SCOOTER**

1. Name of the Applicant :
2. Designation :
3. Place of Posting / Station :
4. Present Basic Pay + Dearness Pay : Rs
5. Anticipated Price of Motor Car/Scooter/ M.Cycle/Computer : Rs
6. Amount of Advance required : Rs
7. Number of Installments in which Advance is desired to repaid :
8. Date of Superannuation/retirement :
9. Whether the advance was obtained Previously and if so :
  - i) Date of drawl of the advance :
  - ii) The amount of advance or Interest thereon still outstanding, If any. :Rs
  - iii) Purpose of Purchase :
10. Whether the intension is to purchase
  - a) New or old Motor Car/ Computer /Motor Cycle/ Scooter :      New / Old
  - b) If the intension is to Purchase Motor Car/Motor Cycle/Computer from a person having official dealings with the Government 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. : No / Yes
11. Whether the Officer is on leave or is about to proceed on leave :
  - a) The Date of Commencement of Leave:
  - b) The Date of Expiry of Leave :

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12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/ Computer/ Motor Cycle/ Scooter within one month from the date of drawl of the advance
13. a) Certified that the information given above is complete and true.  
b) Certificate that I have not taken delivery of the Motor Car/Computer/Motor Cycle/Scooter 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 drawl of the advance.

Date :

Signature of the Applicant

Name :

Designation :

Section :

Phone :