

NORTHERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE ::: WARANGAL

**FORM OF APPLICATION BY A GOVERNMENT SETVANT FOR ADVANCE
FOR THE PURCHASE OF A PERSONAL COMPUTER**

1. Name of Applicant :
(in block letters)
2. Designation of Applicant and office :
in which employed
3. a) Whether permanent and if so the :
particulars of the permanent post.
b) If not permanent whether he is an :
approved probationer and if so, the
name of the post and date from
which he has been declared as an
approved probationer.
c) Total period of regular service :
d) Date of entry into service :
4. Date of Birth :
5. Date of retirement on Superannuation :
6. Scale of pay of the present post :
7. Basic pay in the present post as defined :
under Fundamental Rule-9(21)
(excluding Spl. Pay)
8. a) Amount of Gross Pay :
b) Total amount of deduction from the :
pay bill.
9. a) Whether advance applied for is the :
first one .
b) if not :
i) Amount of previous advance :
ii) No. and date of order in which such :
advance was sanctioned
iii) Date of drawl of such advance :
iv) Whether any amount of such advance :
is outstanding repayment(Principal
and interest to be shown separately)
v) In case, it is fully repaid whether the :
clearance certificate has been obtained
from the drawing officer

10. a) Whether the Personal computer to be Purchased has been allotted by the Govt from the Govt priority quota :
- b) If so, whether the letter of intimation of availability of personal computer from the Company/Dealer has been received. :
11. a) If the Personal computer is to be Purchased in the Open Market, name of the agency and the place of delivery :
- b) Are any negotiations or preliminary enquiries being made to facilitate delivery of Personal computer within one month from the date of drawl of the advance. :
- c) Anticipated price of the Personal computer :
12. a) Whether the officer is not/was in Possession of a personal computer. :
- b) If so, the amount or the anticipated price of the sale proceeds of the Personal computer :
13. Amount of advance applied for :
14. Number of monthly Installments in which the advance may be recovered. :

I hereby declared that the particulars furnished above are correct to the best of my knowledge and belief.

I have not taken delivery of the Personal computer on account of which I apply for the advance, that I shall complete the payment for and taking possession of the Personal computer before the expiry of one month from the date of drawal of the advance and that I shall insure it immediately.

Station :

Date :

SIGNATURE OF APPLICANT