

Sub: Application for purchase of Bicycle.

1. Regular employees (Sr. Assistant, Stenographer and equivalent designation in other discipline and below (Gr.4000-6000(CDA) & equivalent) who have completed one year service and have three years to serve before superannuation would be eligible for bicycle advance. Adhoc employees can be granted advance in very special circumstances on case to case basis, subject to certain conditions.
2. Amount of advance - Rs. 2,500 or 90% or the estimated "on road cost", whichever is less.
3. Rate of interest - 5 %.
4. Recovery – 25 instalments.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Emp. code		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular / Probation / Ad hoc	6.	Date of Apptt.	
7.	Grade	Rs. _____ (IDA / CDA)	8.	Basic pay	Rs. _____ p.m.

9.	Whether purchasing new / old bicycle	
	<i>Note: If the intention is to purchase old bicycle through a person other than a regular reputed dealer or agent, previous sanction of the competent authority is required.</i>	
10.	Completed months of service rendered	_____ months
11.	Date of superannuation	____/____/20____
12.	Completed months of service left upto the date of superannuation	_____ months
13.	Whether advance for purchase of bicycle was obtained previously? If yes, please indicate – <i>Note: It is necessary to clear the earlier advance along with interest. After clearing the earlier advance along with interest, certificate from Accounts is to be enclosed with this application.</i>	Off. Order No. _____ Date _____ Amount _____
14.	Maximum admissible amount of advance – <i>Rs.2500/- or 90% of the estimated 'on road cost' whichever is less</i>	Rs. _____
15.	Amount of advance applied for (Sub to max. limit mentioned in col.14)	Rs. _____
16.	No. of instalments in which the advance is desired to be paid (Loan can be returned in maximum 25 instalments)	Principal - _____ No. of instalments Interest - _____ No. of instalments

I certify that I have not taken delivery of the bicycle on account of which I apply for the advance. I shall complete negotiations for the purchase of bicycle before the expiry of one month from the date of drawal of the advance.

Dated _____

Signatures of Applicant _____

Encls: (Tick mark the enclosures attached)

- () 1 Form of agreement for drawal of advance on a stamp paper of Rs.50/-.
- () 2 Proforma invoice from the reputed dealer with on road price of the vehicle.
- () 3 Last month pay slip of the applicant.
- () 4 Certificate from Accounts regarding full and final recovery of earlier advance (ref. para 14)
- () 5 Approval of competent authority for purchase of vehicle if the purchase is not from a reputed dealer (ref. para 10)

CONTROLLING OFFICER

FOR USE IN HRM / ACCOUNTS DEPARTMENT

(For employees working at projects advance can be sanctioned by concerned GM or project head(DGM & Above)

Information given above is checked & verified. Employee is eligible for bicycle advance of Rs. _____. No. of instalments in which principal is to be recovered - ____ instalments. No. of instalments in which interest is to be recovered - ____ instalments. Competent Authority for approval is _____. Submitted for approval please.

Signature of the dealing official

Manager/HRM

DGM / HRM

GM / HRM