

पर्सनल कंप्यूटर खरीदने के लिए अग्रिम हेतु आवेदन फॉर्म

Application Form for an advance for the purchase of Personal Computer

- 1 आवेदक का नाम :
Name of Applicant
- 2 आवेदक का पदनाम/Applicant's Designation :
- 3 जिला और स्टेशन/District and Station :
- 4 मूल वेतन/Basic Pay :
- 5 पर्सनल कंप्यूटर की अनुमानित कीमत :
Anticipated price of Personal Computer
- 6 अपेक्षित अग्रिम की राशि :
Amount of Advance Required
- 7 अधिवर्षिता या सेवानिवृत्ति की तारीख या संविदा आधार पर :
नियुक्त अधिकारी के मामले में संविदा समाप्ति की
तारीख/Date of Superannuating or retirement or
date of expiry of contract in case of a contract
officer
- 8 किस्तों की संख्या जिनमें अग्रिम की राशि लौटाई जानी :
वांछित है/Number of Installments in which the
advance is desired to be repaid
- 9 क्या इसी प्रयोजन के लिए पहले भी अग्रिम प्राप्त किया गया :
और यदि हाँ तो
Whether advance for similar purpose obtained
Previously and if so
(i) अग्रिम आहरित करने की तारीख
Date of drawal of the advance
(ii) अभी भी बकाया अग्रिम और/या इस पर लगाए गए
ब्याज की राशि/The amount of advance and/or
interest thereon still outstanding, if any
- 10 क्या आपका विचार Whether the intension is to purchase :
(क) नया या पुराना पर्सनल कंप्यूटर खरीदने का है
(a) A new or old Personal Computer :
(ख) पर्सनल कंप्यूटर ऐसे व्यक्ति से खरीदने का है जिससे
सरकारी सेवक का सरकारी संव्यवहार होता है, क्या केंद्रीय
सिविल सेवा (आचरण) नियमावली, 1964 के नियम 18 (3)
के तहत यथापेक्षित सक्षम प्राधिकारी की पूर्वानुमति प्राप्त कर
ली गई है
(b) If the intension is to purchase Personal
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 Service (Conduct) Rules, 1964

- 11 क्या अधिकारी छुट्टी पर है या छुट्टी पर जाने वाला :
है/ **Whether the Officer is on leave or is about to proceed on leave**
(क) छुट्टी प्रारंभ होने की तारीख
The date commencement of leave
(ख) छुट्टी समाप्त होने की तारीख
The date of expiry of leave
- 12 क्या कोई बातचीत की जा रही है या आरंभिक जानकारी :
ली जा रही है जिससे अग्रिम आहरण करने के एक महीने
के भीतर पर्सनल कंप्यूटर की डिलीवरी प्राप्त की जा सके?
Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Personal Computer within one month from the date of drawal of the advance ?
- 13 (क) प्रमाणित किया जाता है कि ऊपर दी गई सूचना पूर्ण :
और सत्य है
(ख) प्रमाणित किया जाता है कि मैंने पर्सनल कंप्यूटर की
डिलीवरी नहीं ली है जिसके लिए मैंने अग्रिम के लिए
आवेदन किया है, और यह कि अग्रिम प्राप्त करने के एक
माह के भीतर मैं उक्त वस्तु की खरीद के संबंध में बातचीत
पूरी कर लूंगा और पूर्ण भुगतान कर दूंगा और उक्त वस्तु
का कब्जा ले लूंगा।

दिनांक :

Date

आवेदक के हस्ताक्षर

Signatures of applicant

नाम.....

प्रभाग / अनुभाग.....

पदनाम.....

कर्मचारी संख्या :

दूरभाष / मोबाइल नंबर :

अग्रेषित

प्रभागाध्यक्ष/अनुभाग प्रभारी के हस्ताक्षर

(Signatures of HOD/Section incharges)

फॉर्म-चार / FORM - IV

[नियम 29 देखें See Rule 29]

पर्सनल कंप्यूटर के लिए क्षतिपूर्ति बंधपत्र का फॉर्म-प्रारंभिक अग्रिम हेतु Form of Mortgage Bond for Personal Computer - Initial advance

THIS INDENTURE made this day of two thousand and BETWEEN (hereinafter called the "Borrower", which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the PRESIDENT of India (hereinafter called "the President", which expression shall include his successors and assigns) of the other part. WHEREAS the Borrower has applied for and has been granted an advance of Rupeesto purchase a Personal Computer and/or to pay customs duty in respect of a (the) Personal Computer on the terms of Rules 21 to 30 of the Compendium, of the Central Government (hereinafter referred to as "the said Rules" which expression shall include any amendment thereof or addition there to for the time being in force) AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Personal Computer to the President as Security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased and/or paid customs duty with or partly with the amount so advanced as aforesaid the Personal Computer particulars whereof are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the considerations aforesaid the Borrower doth hereby covenant to pay to the President the sum of Rs..... aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payments of Rseach on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules or where, in the event of his proceeding on deputation out of India for a period exceeding twelve months or of his being transferred to a post outside India, the competent authority has allowed repayment of the amount of advance remaining unpaid and/or interest as aforesaid on the happening of such an event, in rupees in India, the Borrower doth hereby agree to pay to the President such dues by remittance through Bank draft drawn by the 15th of every month in favour of the Accounts Officer in whose books the accounts of the aforesaid advance are kept, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the President the Personal Computer the particulars whereof are set out in the Schedule hereunto written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Personal Computer and/or the entire customs duty payable and that the same is his absolute property and that he has not pledged and so long as any money remain payable to the President in respect of the said advance will not sell, pledge or part with the property in or possession of the said Personal Computer, PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said installments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in Government service or if the Borrower shall sell or pledge or part with the property in or possession of the said Personal Computer or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgment against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the president may on the happening of any of the events hereinbefore mentioned seize and take possession of he said Personal Computer and either remain in possession thereof without removing the same or else may remove and sell the said Personal Computer either by public auction or private contract and may out of the sale

moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing his right hereunder and shall pay over the surplus, if any to the Borrower, his executors, administrators or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of said Personal Computer shall not prejudice the right of the President, to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Personal Computer being sold the amount by which the net sale proceeds fall short of the amount owing AND THE Borrower hereby further agrees that so long as any moneys are remaining due and owing to the President he will not permit or suffer the said Personal Computer to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Personal Computer, the Borrower will forthwith have the same repaired and made good.

THE SCHEDULE

Description of Personal Computer.

Maker's name

Description

Cost Price

IN WITNESS WHEREOF the Mortgagor/Borrower has hereunto set his hand and Shri.....in the Ministry/Office of.....for and on behalf of the President of India has hereunto set his hand.

Signed by the said

In the presence of

1.....

.....

2.....

.....

(Signature of Witnesses)

(Signature and designation of the Borrower)

Signed by

(Name and designation)

for and on behalf of the President of India in the
presence of

1.....

.....

2.....

.....

(Signature of Witnesses
Officer)

(Signature and designation of the