

FORM IV  
(See Government of India's Decision (I) below Rule 21)  
**Application form for an advance for the purchase of  
Personal Computer**

1. Name of Applicant :
2. Applicant's designation :
3. District and Station :
4. Basic Pay + G.P. :
5. Anticipated price of personal computer : Rs.
6. Amount of advance required : Rs.
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer :
8. Number of instalments in which the advance is desired to be repaid :
9. Whether advance for similar purpose was obtained previously and if so:-
  - (i) date of drawal of the advance :
  - (ii) the amount of advance and/or interest thereon still outstanding, if any :
10. Whether the intention is to purchase:-
  - a) a new or an old personal computer :
  - b) if the intention is to purchase P.C. 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 :
11. Whether the officer is on leave or is about to proceed on leave-
  - a) The date of commence of leave :
  - b) The date of expiry of leave :
12. Are any negotiation or preliminary enquiries being made so that delivery may be taken of the P.C. within one month from the date of drawal of the advance? :
13. (a) Certified that the information given above is completed and true.  
(b) Certified that I have not taken delivery of the personal computer 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 drawal of the advance.

Puducherry,

*Signature of the applicant*

**DECLARATION FOR PERSONAL COMPUTER ADVANCE**

1. The Possession of the personal computer will be in the interest of Public Service.
2. I do hereby declare that I will purchase the personal computer within 30 days from the date of drawal of advance.
3. I have necessary funds of my own savings to meet the total cost of the personal computer in excess of the sanctioned advance.
4. My wife/husband is not employed in the Government service.
5. I have applied personal computer advance for the first occasion.
6. The personal computer advance granted to me earlier has been fully recovered.
7. I have the repaying capacity since this additional recovery due to grant of PCA will not cause any undue hardship to me.
8. I have not sought for an advance for the personal computer already purchased or paid for.
9. I hereby give an undertaking to produce the invoices of the personal computer and Mortgage Bond within a period of one month from the date of purchase of the personal computer or within two months from the date of drawal of advance and whichever is earlier failing which shall be liable to pay penal interest on the entire amount of advance to the Government from the date of drawal of advance.
10. I have obtained the assurance of the dealer that the personal computer will be delivered within one month from the date of full payment.

*Signature of the applicant*

Station : Puducherry  
Date :

Name :  
Designation:

//COUNTERSIGNED//

**NO HARDSHIP CERTIFICATE**

I,.....(Name),  
.....(Designation), is hereby declare that the repayment of Personal Computer Advance will not put me in undue hardship.

Place : Puducherry  
Date :

*Signature of the applicant*

//COUNTERSIGNED//