

**NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI**

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**APPLICATION FOR A LOAN FOR THE PURCHASE OF CONVEYANCE.**

1. Name of applicant..... GPF A/c No.....  
(in full BLOCK letters)  
  
Date of Confirmation.....EMPL CODE NO.....
2. Designation ..... ECR No.....
3. Deptt. In which attached.....ESTBL No.....
4. Duties assigned (field/Non-field).....Date of superannuation or retirement or  
date of contract in case of contract officer
5. Conveyance Allowance attached to he post Rs..... Particulars S.No.:-1 to  
Verified
6. Present pay as on 1<sup>st</sup> April, 2000.....  
(Basic pay in Vth Pay Commission/S.S.Scale)
7. Date of appointment.....  
  
And length of service.....years.....months.
8. The conveyance required to be maintained.....
9. The conveyance proposed to be purchased.....
10. Make of Vehicle.....
11. Actual price of Motor Car/ Motor Cycle/ Scooter.....
12. Amount of loan applied for.....
13. No. of monthly instalments (in whole rupees).....in which the  
advance is desired to be re-paid.
14. Amount of each Installment.....
15. The date on which the conveyance was last purchased with Municipal loan :  
.....  
a) Date of drawl of the advance.....  
b) T he amount of the advance and/or interest thereon still outstanding, if any:.....
16. Surety if any:  
a) Name (in full).....Date of confirmation.....  
b) Designation.....EMPL CODE No.....  
c) Present pay..... ECR No.....  
(Basic pay in IVth Pay Commission/ S.S. Scale)  
d) Deptt. to which attached.....SUPRV No.....  
e) Length of service ..... ESTBL No  
.....  
f) Date of retirement.....

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(SIGNATURE OF THE SURETY)

Dated the: ..... Surety Particulars S . No. A to F verified

S.O. (

17. Whether the intention is to purchase:- .....

a) A new or an old Motor Car/ Motor cycle/ Scooter: .....

b) If the intention is to purchase Motor Car/ Motor Cycle/ Scooter through a person other than a regular dealer or agent, whet her previous sanction of the Competent Authority has been obtained as required under Rule 15 (2) of the Central Civil Service (Conduct) Rules, 1964.....

18. Whether the Officer/ Official is on leave or is about to proceed on leave: .....

a) Date of commencement of leave: .....

b) Date of Expiry of Leave : .....

19. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/ Scooter within on month from the drawl of the advance.....

20. a) Certified that the information given above is complete and true.

b) Certified that I have not taken delivery of the Motor Car/ Motor Cycle/ Scooter on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and this possession of the Motor Car/ Motor Cycle/ Scooter before the expiry of one month from the date of drawl of the advance and that I shall ensure it from the date of delivery of it.

(APPLICANTS SIGNATURE)

i) I am satisfied that Shri .....has the capacity to repay the advance.

ii) It is certified that the duty of Shri..... Designation..... Deptt..... is field/ Non-field and Conveyance Allowance of Rs.....is attached to the post.

iii) Recommended and forwarded to the Secretary for taking further action in the matter.

**SIGN. OF THE DEAD OF DEP T.:** .....

**DESIGNATION.:**.....

**SIGN. OF SECRETARY:** .....

**ORDES OF SECRETARY / DIRECTOR (P):**

Sanctioned a loan of Rs..... (Rupees ..... only) recoverable in .....instilments of will be allowed, if he fulfills the terms and conditions of C.P.A

**DIRECTOR (A/C)**

**SECRETARY / DIRECTOR (P)**