

**NATIONAL SANSKRIT UNIVERSITY::TIRUPATI**  
( Central University)

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF  
PERSONAL COMPUTER**

(See Government of India's Designation (2) below Rule – 199)

1. Name of the applicant :
2. Applicant's Designation :
3. District and Station :
4. Pay :
5. a) Substantive Pay :
- b) Officiating Pay of pay drawn in Temporary Post :
6. Anticipated price of the PERSONAL COMPUTER :
7. Amount of advance required :
8. Date of Superannuation or retirement or date of Expiry of contract in case of contract officer :
9. Number of installments in which the advance is Desired to be repaid :
10. Whether advance for similar purpose was Obtained previously and if so :
  - a) Date of drawl of advance :
  - b) If the intention is to purchase Personal Computer through a person other than regular or Reputed dealer of agent, whether previous Sanction of the competent authority has been Obtained as required under rule 15(2) of the Central Civil Services (conduct) rules 1964.:
11. Whether the officer is on leave or is about to Proceed on leave :
12. 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 drawl of advance.
13. Certified that the information given above is complete and true.
14. Certified that I have not taken delivery of the Personal Computer on account of which I apply for the advance. I shall complete negotiations for the purchase of Personal Computer, pay finally and taken possession of the Personal Computer before the expiry of one month from the date of drawl of the advance and that I shall insure it from the date of taking delivery of it.

APPLICANT'S SIGNATURE