

RAM LAL ANAND COLLEGE

BENITO JUAREZ ROAD, NEW DELHI-110021

APPLICATION FORM FOR GRANT OF CONVEYANCE ADVANCE

CAR / MOTOR CYCLE / SCOOTER / CYCLE

1. Name of the Applicant
2. Designation Department
3. Address (a) Local
- (b) Permanent
4. Nature of employment Permanent / Temporary
5. Employment (a) Basic Pay Rs.
- (b) Allowances Rs. Total Rs.
6. Amount of net Salary received after all deductions for the preceeding month Rs.
7. Amount of the advance required Rs.
8. Date of superannuation/Repayment
9. Number of instalments for repayment
10. Whether advance for similar purpose was obtained previously, and if so.
 - (i) Date of drawl of the advance
 - (ii) Purpose for which drawn Car / Scooter / Cycle.....
 - (iii) Amount of the Advance Rs.
 - (iv) Outstanding amount of the advance, if any Rs.
 - (v) Sale value of old Car / Scooter / Cycle

1. Certified that I have not taken delivery of the vehicle for which I submit the application for grant of advance.
2. I affirm that the facts and information given above are true to the best of my knowledge.
In case, I cease to be a University employee before the advance is repaid in full, I hereby authorise the University to adjust the balance of the advance with interest from the amount payable to me by the University.

Date

Signature of the applicant

(In case the Applicant is temporary but has rendered at least two years service against a substantive post, surety is to be furnished of a comparable or higher status.)

I hereby offer the surety :-

Name of the surety

Designation Department

Signature of the Surety with date

RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT

This is to certify that purchase of by is necessary for efficient discharge of his official duties.

This is also certified that the particulars given by the Applicant in the application has been verified from the records and found to be correct.

Recommended for grant of Rs.

Head of Department

Advance of Rs. Sanctioned

Principal

Paid Vide Cheque No. for Rs. Drawn on UBI NEW DELHI-21 Entry has been made in	Checked for Payment	
	S.O. Accts.	A.O.
Register on page No. Office Assistant	Verified for Payment	Passed for Payment
	Bursar	Principal

RECEIPT

RECEIVED with thanks from the PRINCIPAL, RAM LAL ANAND COLLEGE, New Delhi-110021 a sum of Rs. (Rupees only) as an advance.

Date

Signature

Signature of the applicant
Date
(In case the Applicant is temporarily but has rendered at least two years service against substantive post, security is to be furnished of a comparable or higher status.)
I hereby offer the surety
Name of the surety
Designation
Signature of the surety with date