

**APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF
COMPUTER.**

1. Name of the applicant :

(in block letters)
2. Father's/Husband's Name :

3. Name of the Parent Deptt. & Office :

4. Designation :

5. Basic Pay _____ D.Pay _____ Spl. Pay _____ Total

6. G.P.F A/c No. :

7. Whether regular/adhoc, if regular surety :

of two HUDA employees having 5 years
regular service on a non judicial stamp
paper worth Rs.15/- in a prescribed
Performa may be given.
8. Anticipated price of the computer

alongwith proof thereof.
9. Amount of advance required. :

10. Date of Joining in Service :

11. Date of Birth :

12. Date of Superannuation. :

13. No. of installment in which the advance :

is desired to be repaid.
14. Whether for similar purpose the advance :

was obtained previously, if so;
Date
Amount
i) Date of Drawl of the first advance :

Date
Amount
ii) Dated of drawl of IInd advance :

iii) The amount of Ist advance or interest :

thereon still outstanding if any
iv) Sale proceed of previous computer :

along-with proof in support thereof
iv) Certificate from the Head of Office :

that the sale is reasonable keeping
in view the condition of the computer.
15. i) Whether the intension is to purchase
new computer through a person other than a
regular dealer/agent

ii) Whether prior sanction of the competent authority has been obtained for the purchase of second hand computer as required under employees conduct Rules. _____ :

- 16 a) Certified that information given above is complete and true.
- b) Certified that I have no computer in my name.
- c) Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one month from the date of drawl of the/loan and further that the insurance of the _____ will be comprehensive.
- d) Certified that if I do not purchase the _____ within one month from the date of drawl of advance, the Haryana Urban Development Authority is fully empowered to adjust my entire salary (Pay and allowances) towards the advance till it is fully recovered.
- e) Certified that I am unable to purchase the _____ without Government/HUDA loan.
- f) Certified that the purchase of _____ will increase my efficiency in discharge of official duties.

Dated:-
applicant

Signature of the

Designation: _____

Deptt/Office _____

Certificate

(To be furnished by the Head of the Department/Controlling Officer)

- a) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Department Haryana from time to time.
- b) Above entries from Col. 1 to 16 have been checked and found correct.
- c) Certified that the purchase of _____ will increase the efficiency of the applicant while discharging the official duties.
- d) A sum of Rs. _____ may please be earmarked for the purchase of _____.

Controlling Authority with

Designation
Dated: _____

FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN ADVANCE FOR THE PURCHASE OF

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ office of _____ (hereinafter called 'the Borrower' which expression shall include his heirs, administrators, executors, and legal representatives) of the one part and the Chief Administrator, (hereinafter called 'the Haryana Urban Development Authority' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Chief Administrator for a loan of Rs. _____ (Rupees _____) for the purchase of a

_____ and whereas the Chief Administrator has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Not it is hereby agreed between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the Chief Administrator to the Borrower, the Borrower hereby agrees with the Chief Administrator (1) to pay the Chief Administrator the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Chief Administrator to make such deductions and (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement/resignation/death of the Borrower, hereby agrees to authorize the Chief Administrator in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death-cum-retirement Gratuity payable to the borrower in accordance with the rules. The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, volume II, so as to leave the Chief Administrator free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a _____ or if the actual price paid is less than the loan to repay the difference to the Chief Administrator forthwith, and (4) to execute a document hypothecating the said _____ to the Chief Administrator of HUDA as security for the amount to be lent to the Borrower as aforesaid

and interest in the form provided by the said rules and it is hereby lastly agreed and declared that if the _____ has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the HUDA or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In Witness whereof the borrower and _____ for and on behalf of the Chief Administrator have hereunto set their hands the day and year first before written.

Dated : _____

(Signature and Designation of the
Borrower)

(Signature of Witnesses)

- 1.
- 2.

For and on behalf of the Chief Administrator,
HUDA.

(Signature and designation of the
officer)

CERTIFICATE BY THE DEPARTMENT

1. Certified that Sh. _____ working in this office has completed more than five year regular service in HUDA and no enquiry/court case is pending against him.

2. Certified that Sh._____ and Sh._____ who have stand surety for the computer advance of Rs ._____are also regular employee of HUDA and have completed five years regular service in HUDA and no enquiry /court case is pending against them.
3. That the officials are likely to continue in service till the whole amount of advance and interest is fully recovered
4. Certificated that the information/particular given in the application performa has been verified from the office record and are correct.
5. Certified that the advance of Rs_____ (Rs._____) applied for is admissible according to instructions and the information given by the applicant is correct.

Office

Head of

ANNEXURE-IV

I, _____ do hereby authorize the Chief Administrator, HUDA to recover from DCRG and GPF/EPF Account No. _____ the amount which would become due to me on the date of superannuation/retirement the balance of outstanding computer advance, with interest in terms of penultimate paragraph of the agreement dated _____.

Dated _____

Signature _____

Designation _____

Certified that I hereby cancel the nomination made by me in respect of DCRG and GPF/EPF Account No. _____ payable to me at the time of retirement.

Dated _____

Signature _____

Designation _____

SURETY BOND

This deed is made on the _____ day of _____ between Sh. _____ working as _____ in office of _____ R/o _____ (here-in-after referred to jointly and severally as the surety) on the one part and the Chief Administrator, HUDA (hereinafter referred to as the Govt./Haryana Urban Development Authority) on the other part.

Whereas a loan of Rs _____ has been granted to Sh. _____ S/o _____ Sh. _____ R/o _____ (hereinafter referred to as borrower) on the terms and conditions set out in the agreement dated _____ subject to the borrower furnishing two regular HUDA employees as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____ .

And whereas the borrower has completed five years service under the Haryana Govt./HUDA on _____ and is not an adhoc employee.

And _____ whereas Sh. _____ S/o _____ have in

fulfillment of the conditions of the advance of loan _____ agreed to stand as surety for the borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto hereby agree as follows :-

1. In pursuance of the said agreement and in consideration of the sum of Rs. _____ advanced by the Govt./HUDA to the borrower as loan, the surety hereby agree that the borrower shall duly, faithfully and punctually perform all the conditions set out in the agreement dated _____ and to be performed any of the said conditions and of the borrower dying or ceasing to be in service for any cause whatsoever before the amount due to the Govt./HUDA from the borrower is fully paid off the surety shall immediately pay the entire amount due to the Govt./HUDA on the account of principal and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the surety shall not be affected by the Govt./HUDA granting time or any other indulgence to the borrower.
3. The Govt./HUDA shall be entitled to deduct from the pay traveling allowance or any other sum which may be or become payable by the Govt./HUDA to the surety the amount due to it from the surety under this deed.

In witness whereof the parties have signed this deed on the dates respectively mentioned against their signatures in the _____ year of the Republic of India.

Witness.

- | | |
|----|-------------------------|
| 1. | Signature of the surety |
| 2. | Designation. |

Signed by _____
For and on behalf of HUDA.