

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

(INTERNAL AUDIT SECTION)

APPLICATION FORM FOR AN ADVANCES FOR THE PURCHASE OF PERSONAL COMPUTER.

(Application should fill the form in their own hand writing)

1. Name of the applicant (In Block Letters):
2. Designation:
3. Dept/Section/Centre :
4. Present Pay/Pay level:
5. Date of joining in IIT(ISM)and length of service in Years:
6. Date of birth:
7. Date of Retirement:
8. Amount of Advance Required:
9. Anticipated Price of Personal Computer:
10. No of Instalment in which the Advance is desired to be replayed :
11. Whether advance for similar purchase was obtained previously and if so

I)Date of advance

II)The amount of advance

And/or interest thereon still Outstanding if any.

12. Whether the official is on leave or is about to proceed on leave:

I)Type of leave

II)Date of commencement of leave

III)Date of expiry leave:

13 I) Certified that the information given above is complete and true.

II.) Certified that I have not taken delivery of Personal computer on account of which I apply for the advance. That I shall complete negotiation for the purchase of. pay finally and take possession of the same before expiry of one month from the date of drawls of the advance.

Date-----

Applicant Signature

NB.i) Each points of the form should be clearly filled otherwise liable to be rejected without assigning any reasons thereof.

ii) Temporary employee must produce a surety bound from a permanent employee having equal or higher status along with this application.