

APPLICATION FORM FOR ADVANCE OF THE PURCHASE OF ELECTRIC MOTOR CAR / MOTOR CYCLE ETC.

1. Name, Designation and present official address of the applicant. :
2. Whether the applicant is a permanent Govt. servant, if so the post in which he has been made permanent if the applicant is a temporary Govt. servant, a surety bond form from a permanent Govt. servant in Form No. 18 of OGFR Vol.II alongwith a certificate from the concerned Establishment Officer regarding Permanently of the surety should be enclosed. :
3. Present monthly basic pay drawn by the applicant. :
4. Amount of net monthly pay after all deductions are affected. :
5. Date of Birth. :
6. Date of superannuation (in case the applicant held a contract service, the date of expiry of the contract). :
7. Anticipated price of the Electric Motor Car/Cycle. :
8. Whether the intention is to purchase a new Electric Motor Car/Cycle (if so, the allotment order or negotiation document from a regular/reputed dealer or agent of the vehicle, as the case may be to be furnished). :
9. If the intention is to purchase a second hand Electric motor car/cycle from private individual (whether previous sanction of competent authority has been obtained as required under Rule 21 (2) of the Orissa Govt. servants conducted Rules). (The negotiation letter regarding deal should be furnished. :
10. Amount of advance required :

11. The number of monthly consecutive :
Installments in which the advance
desired to be repaid.
12. Whether advance for similar purpose :
was availed previously. and if so,
(a) Whether for Electric Motor Car/Cycle :
(b) Amount & Date of drawal of the advance. :
(c) Whether the Principal along with the :
interest has already been paid in full
(if so, no claim certificate from A.G.,
Orissa should be furnished).
(d) If not, amount of Principal/Interest outstanding. :
(e) Sale proceed/anticipated sale proceed of the :
previous Electric Motor car/Motor Cycle
which is intended to be replaced.
13. Whether the Officer is on leave or is
about to proceed on leave if so,
(a) The date of commencement of: leave :
(b) The date of expiry of leave. :
14. The Treasury/Sub.Treasury from which :
the advance is to be drawn. In case the
applicant is not Drawing Officer, the
designation of the concerned Drawing
Officer should be given.

Certified that I have not taken delivery of the Electric Motor Car/Cycle on account of which I apply for the advance, that shall complete negotiations for the purchase, pay, finally and take delivery of Electric Motor Car/Cycle before expiry of three month from the date of drawal of the advance and that I shall ensure it from the date of taking delivery of it.

* Certified that I have not defaulted either in repayment of principal or payment of interest in respect of any loan availed by/me from any source of the State Govt.

* I undertake to intimate any change of/designation /station/Treasury/Sub-Treasury Drawing Officer etc. during the pendency of the application for disposal.

**I undertake to intimate the amount drawn and the date of drawal with 3 days thereof.

SIGNATURE OF THE APPLICANT
DATE

UNDERTAKING

I _____ of _____

_____ (Name of Office) do hereby undertake as follows:

1. I am still\willing to take Electric scooter/Motor Car/Motor cycle Advance.
2. I will accept the maximum permissible amount of advance, if granted to me any time up to close of current financial year i.e. Up to 31.03.2024 or as and when my turn comes up.
3. I will draw the advance only after confirming its delivery within one month from the date of receipt and arranging excess money required for purchase of Electric scooter / Motor Car/ Motor cycle.
4. I. will complete all the formalities of purchase of Electric scooter / Motor Car / Motor cycle within three month time from the date of drawal of advance.
5. Due to unavoidable circumstances beyond my control or beyond the control of the selling agency. If the delivery of Electric scooter/Motor Car/Motor cycle is not possible within three month's time, I will either refund the entire amount in one lump-sum or seek extension of time limit for a maximum another one month before the expiry of normal period of three months. In case the extension is granted, I will complete all the formalities including submission of all necessary documents within the period so extended. If purchase still does not materialize, I will refund the amount immediately.
6. That I do not possess Electric scooter/Motor Car/Motor cycle in own name.
7. My present basic is Rs. _____ and the date of next increment is _____.

Signature

Name _____

(In block letters)

Designation _____

Dated: _____

FORM O. G. F. R.-18

(See Rule 238, Note 2)

Form of Surety Bond

KNOW all men by these presents that I, son of
....., resident of in the district of
..... at Present employed as permanent. in the
..... Department/Office (hereinafter called "the Surety" as held
and firmly bound unto the Governor of Orissa (hereinafter called "the Government"
which expression shall include his successors and assigns) in the sum of Rs.....
in words (Rupees..... only) with interest as hereinafter
specified and for which payment to be well and truly made and I hereby bind myself,
my heirs, executors, administrators and representatives firmly by these Presents sealed
with my seal this..... day of.....

2. WHEREAS, son of,
resident of in the district of at present employed
as a temporary in the Department/Office (hereinafter
called the Borrower) has at his own request been granted by the Government an advance
of Rs..... in words (Rupees..... only) in
Government Order No....., dated in connection
with his purchase of a Motor Car/Motor Cycle/Moped and that the said borrower has
undertaken to repay the said amount with interest in the manner laid down in
Rules.....

3. NOW, the condition of this obligation is such that if the said borrower shall
duly or regularly repay or cause to be paid to the Government the amount of the
advance aforesaid along with interest due in the manner laid down in rules.....
and the said..... sum of Rs..... in words (Rupees.....
..... only) along with interest due is fully repaid, or the
Borrower is confirmed in a post in which he is eligible for the advance, then this bond
shall be void; otherwise the same shall be and remain in full force notwithstanding
that the borrower dies or becomes insolvent or at any time ceases to be in Government
Service in which event the whole or so much of the said principal sum of Rs.....
in words (Rupees..... only) and interest due
thereon as then remains unrecovered shall immediately become due and payable to the
Government and recoverable from the said surety without the intervention of any
Court from out of his pay or other emoluments in one or more instalments by virtue of
this bond, as if the Surety himself had taken the advance or from his properties at
the discretion of the Government. The obligation undertaken by the surety shall not

be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said borrower whether with or without the knowledge or consent of the Surety.

Signed

Witness

(Signature of Surety)

Place

Designation

Date

Department/Office to which attached

Accepted

For and on behalf of Governor of Orissa

Signature and Designation
Official Seal