



# MOTILAL NEHRU COLLEGE

Benito Juarez Road, New Delhi-110021

## APPLICATION FORM FOR GRANT OF CONVEYANCE CAR/MOTOR CYCLE/SCOOTER/CYCLE/COMPUTER

1. Name of the Applicant.....
2. Designation .....Department.....
3. Address (a) Local .....  
(b) Permanent .....
4. Nature of employment  
Permanent/Temporary.....
5. Employment (1) Basic Pay Rs.....Allowances.....Total.....
6. Amount of net Salary received after all deductions for the preceding month Rs.....
7. Amount of the advance required  
Rs.....
8. Date of superannuation/Repayment.....
9. Number of installments 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.....
  - (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 area 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 Authorize the University to adjust the balance of the advance with interest from the amount Payable to me by University.

Date.....

Signature of Employee

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

I hereby offer the survey:-.....

Designation.....Department.....

Signature of the surety with date.....

**RECOMMENATION OF THE HEAD OF THE DEPARTMENT**

This is to certify that purchase of .....by  
Sh.....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 the Department

Advance of Rs.....Sanctioned.

Paid vide Cheque No.....  
For Rs.....drawn on SBI, New Delhi-21

Entry has been made in .....

Register of page on.....Office Assistant.

Checked for Payment

S.O. Accts.

A.O.

Verified for Payment

Passed for Payment

Bursar

Principal

**RECEIPT**

Received with thanks from the PRINCIPAL, MOTILAL NEHRU COLLEGE, New Delhi-21  
A Sum of Rs.....(Rupees.....Only)

Date.....

Signature

