

**DECLARATION**

(1)\* In the event of my selection as \_\_\_\_\_ in the \_\_\_\_\_, I will resign from my present post of \_\_\_\_\_ after giving due notice.

(2)\* I, \_\_\_\_\_ hereby declare that in the event of my appointment in the post of \_\_\_\_\_ in the \_\_\_\_\_ I shall resign / retire from my present post of \_\_\_\_\_ in the Ministry of \_\_\_\_\_ with effect from the date I complete two years in that post or till I am permanently absorbed in the aforesaid organisation whichever is earlier subject to the conditions mentioned in the Ministry of Home Affairs Memo No.70/62/62-Ests.(A) dated 22.01.1966 and No.70/37/67-Est6s.(A) dated 14.7.1967 thereby severing all my connections with the Ministry / Department of \_\_\_\_\_ as the case may be. I shall also give due notice as required under the rules.

Dated.....

Signature.....

Name:.....

Designation.....

New Delhi

Name of Office / Section.....

(\* Strike off which is not applicable)

**NOTES:**

1. Declaration in form (1) should be obtained from temporary Government servants.
2. Declaration in form (2) should be obtained from permanent Government servants.

**UNDERTAKING**

(As required under Ministry of Personnel Public Grievances & Pensions, Department of Pension & Pensioners Welfare OM No.4/12/85-P&PW), dated 31.3.1987)

I, \_\_\_\_\_ permanent / quasi-permanent / temporary  
\_\_\_\_\_ in the \_\_\_\_\_ having  
applied for the post of \_\_\_\_\_ in the  
\_\_\_\_\_ as advertised / circulated by the  
\_\_\_\_\_ undertake to abide by the conditions stipulated  
under Ministry of Personnel, Public Grievances & Pensions, Department of Pensioners  
Welfare OM No.4/12/85-P&PW, dated 31.3.87 as amended from time to time and in the  
event of my selection for the post applied for, I undertake to resign from Government  
Service.

Place:

Signature.....

Date:

Name.....

Designation.....

(Strike whichever is not applicable)



-Ö±Ö  
-ÖÖ'Ö : .....

×ꝛü»Öß

-Öꝛü-ÖÖ'Ö : .....

†Ö-Ö úÖ,üß

/†-Öñó:ÖÖ Ö úÖ -ÖÖ'Ö : .....

\* •ÖÖê »ÖÖ Öꝛ -Ö ÆüÖê ^ÄÖê úÖ™ü ꝛüü Ö  
×™ü-Ö× ÖμÖÖÓ :

1. †ÄÖÖμÖß ÄÖ,ü úÖ,üß ú'ÖÖ"ÖÖ×,üμÖÖê ÄÖê ±úÖ'ÖÖ (1) 'Öê  
'ÖÖêÄÖ ÖÖ »Öß •ÖÖ, Ö
2. ÄÖÖÖμÖß ÄÖ,ü úÖ,üß ú'ÖÖ"ÖÖ×,üμÖÖê ÄÖê ±úÖ'ÖÖ (2) 'Öê  
'ÖÖêÄÖ ÖÖ »Öß •ÖÖ, Ö

**UNDERTAKING TO BE GIVEN BY ALL GOVERNMENT  
EMPLOYEES**

**I / My Spouse have/ has undergone Vasectomy / Tubectomy  
operation at**  
 .....  
**..... on ..... . Necessary sterilization  
certificate issued by**  
 .....  
 ..... is enclosed. In case I / My Spouse have to take  
 resort to recanalisation for any reason whatsoever I undertake to  
 report this fact forthwith to the Government. I also undertake to

**report to the Government if there is failure of sterilization operation.**

**2.\* I also certify that my wife Smt. .... is not pregnant on this date.**

**Date :** .....  
**Signature :** .....

**Name :** .....

**Designation :** .....

**( \* para 2 for male Govt. employees only )**  
FORM GFR- 27

**[ See Government of India's Decision (1) below Rule 1999 ]**

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR CYCLE/PERSONAL COMPUTER**

- 1. Name of Applicant :**
- 2. Applicant's Designation :**
- 3. District and Station :**
- 4. Basic Pay :**
- 5. Anticipated price of Motor Car/Motor Cycle/Personal Computer :**
- 6. Amount of advance required :**

- 7. Date of superannuation or retirement of :  
date of expiry of contract in case of a  
contract officer.**
- 8. Number of installments in which the :  
advance is desired to be repaid.**
- 9. Whether advance for similar purpose :  
was obtained previously and if so -  
(i) date of drawl of the advance :  
(ii) the amount of advance and/or  
interest thereon still outstanding,  
if any. :**
- 10. Whether the intention is to purchase --**
- (a) a new or an old Motor Car/Motor :  
Cycle/Personal Computer.**
- (b) If the intention is to purchase  
Motor Car/Motor Cycle/Personal  
Computer from a person having  
official dealings with the  
Government  
servant, whether previous  
sanction of the competent authority  
has been obtained as required  
under Rule 18 (3) of the Central  
Civil Services(Conduct) Rules,1964. :**
- 11. Whether the officer is on leave or is :  
about to proceed on leave--**
- (a) The date of commencement of  
Leave :**
- (b) the date of expiry of leave :**
- 12. Are any negotiations or preliminary :  
enquiries being made so that delivery may  
be taken of the Motor Car/Motor Cycle/  
Personal Computer within one month from  
the date of drawal of the advance?**
- 13. (a) Certified that the information given above is complete and true.**

**(b) Certified that I have not taken delivery of the motor Car/Motor Cycle/Personal Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.**

**Date**

**Applicants Signature**

FORM GFR- 27

**[ See Government of India's Decision (1) below Rule 1999 ]**

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR  
CYCLE/PERSONAL COMPUTER**

- 1. Name of Applicant :**
- 2. Applicant's Designation :**
- 3. District and Station :**
- 4. Basic Pay :**
- 5. Anticipated price of Motor Car/Motor  
Cycle/Personal Computer :**
- 6. Amount of advance required :**
- 7. Date of superannuation or retirement of :  
date of expiry of contract in case of a  
contract officer.**
- 8. Number of installments in which the :  
advance is desired to be repaid.**
- 9. Whether advance for similar purpose :**

was obtained previously and if so -  
(i) date of drawl of the advance :  
(ii) the amount of advance and/or  
interest thereon still outstanding,  
if any. :

10. Whether the intention is to purchase --

(c) a new or an old Motor Car/Motor :  
Cycle/Personal Computer.

(d) If the intention is to purchase  
Motor Car/Motor Cycle/Personal  
Computer from a person having  
official dealings with the  
Government  
servant, whether previous  
sanction of the competent authority  
has been obtained as required  
under Rule 18 (3) of the Central  
Civil Services(Conduct) Rules,1964. :

11. Whether the officer is on leave or is :  
about to proceed on leave--

(b) The date of commencement of  
Leave :

(b) the date of expiry of leave :

-2-

12. Are any negotiations or preliminary :  
enquiries being made so that delivery may  
be taken of the Motor Car/Motor Cycle/  
Personal Computer within one month from  
the date of drawal of the advance?

13. (a) Certified that the information given above is complete and true.  
(b) Certified that I have not taken delivery of the motor Car/Motor  
Cycle/Personal Computer on account of which I apply for the advance, that I shall  
complete negotiations for the purchase of pay finally and take possession of the  
same before the expiry of one month from the date of drawal of the advance.

Date

Applicants Signature

[ See Government of India's Decision (1) below Rule 1999 ]

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR  
CYCLE/PERSONAL COMPUTER**

1. **Name of Applicant** :
2. **Applicant's Designation** :
3. **District and Station** :
4. **Basic Pay** :
5. **Anticipated price of Motor Car/Motor  
Cycle/Personal Computer** :
6. **Amount of advance required** :
7. **Date of superannuation or retirement of  
date of expiry of contract in case of a  
contract officer.** :
8. **Number of installments in which the  
advance is desired to be repaid.** :
9. **Whether advance for similar purpose  
was obtained previously and if so -** :
  - (i) **date of drawl of the advance** :
  - (ii) **the amount of advance and/or  
interest thereon still outstanding,  
if any.** :
10. **Whether the intention is to purchase --**
  - (e) **a new or an old Motor Car/Motor  
Cycle/Personal Computer.** :
  - (f) **If the intention is to purchase  
Motor Car/Motor Cycle/Personal  
Computer from a person having**

**official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services(Conduct) Rules,1964. :**

**11. Whether the officer is on leave or is about to proceed on leave-- :**

**(c) The date of commencement of Leave :**

**(b) the date of expiry of leave :**

**-2-**

**12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/ Personal Computer within one month from the date of drawal of the advance? :**

**13. (a) Certified that the information given above is complete and true.  
(b) Certified that I have not taken delivery of the motor Car/Motor Cycle/Personal Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.**

**Date**

**Applicants Signature**

(SEE RULE -S.R. 2 (b))

Name of the Government Servant:

Designation:

Date of Birth:

Date of Appointment:

Details of the Members of family as on -----

S.No.	Name of the members of Family	Date of Birth	Relationship with the Officer	Initial /Remarks of the Head of Office
1.	2.	3.	4.	5.

**I hereby declare that all the above noted members of my family are residing with me and are wholly dependent upon me. I also declare that the income of the above members from all sources including Pension and Pension equivalent of DCRG's does not exceed Rs.500/- per month.**

Place :

Date :

Signature of the Govt. Servant

(SEE RULE -S.R. 2 (b))

Name of the Government Servant:

Designation:

Date of Birth:

Date of Appointment:

Details of the Members of family as on -----

S.No.	Name of the members of Family	Date of Birth	Relationship with the Officer	Initial /Remarks of the Head of Office
1.	2.	3.	4.	5.

**I hereby declare that all the above noted members of my family are residing with me and are wholly dependent upon me. I also declare that the income of the above members from all sources including Pension and Pension equivalent of DCRG's does not exceed Rs.500/- per month.**

Place :

Date :

Signature of the Govt. Servant

(SEE RULE -S.R. 2 (b))

Name of the Government Servant:

Designation:

Date of Birth:

Date of Appointment:

Details of the Members of family as on -----

S.No.	Name of the members of Family	Date of Birth	Relationship with the Officer	Initial /Remarks of the Head of Office
1.	2.	3.	4.	5.

**I hereby declare that all the above noted members of my family are residing with me and are wholly dependent upon me. I also declare that the income of the above members from all sources including Pension and Pension equivalent of DCRG's does not exceed Rs.500/- per month.**

Place :

Date :

Signature of the Govt. Servant

**FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A FINAL  
WITHDRAWAL**

1. **Name of the subscriber** :
2. **Designation and office to which attached** :
3. **Pay** :
4. **Name of the Provident Fund & Account No.** :
5. **Balance at credit on the date of application** :  
(amount actually subscribed by him along with interest due to thereon in the case of GPF subscriber)
6. (a) **Balance outstanding to be converted into a final withdrawal** :  
  
(b) **Interest due on the amount of advance taken**
7. (a) **Purpose for which advance taken** :  
(b) **Date of payment of the advance** :  
(c) **Amount of advance sanctioned** :
8. **Particulars of communication under which advance was sanctioned** :
9. **Whether any advance or final withdrawal has been drawn previously for purpose mentioned above. If so, particulars thereof** :
10. (a) **Total service, including broken periods, if any, on date of this application** :  
  
(b) **Period of service left on the date of application for attaining the age of superannuation.** :  
  
(c) **The date of superannuation** :

**Place:**

**Date:**

**Signature of the Applicant**

-----  
-----

The above particulars have been verified to be correct.

**DDO**

**FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A FINAL WITHDRAWAL**

1. **Name of the subscriber** :
2. **Designation and office to which attached** :
3. **Pay** :
4. **Name of the Provident Fund & Account No.** :
5. **Balance at credit on the date of application** :  
(amount actually subscribed by him along with interest due to thereon in the case of GPF subscriber)
6. (a) **Balance outstanding to be converted into a final withdrawal** :  
  
(c) **Interest due on the amount of advance taken**
7. (a) **Purpose for which advance taken** :  
(b) **Date of payment of the advance** :  
(c) **Amount of advance sanctioned** :
8. **Particulars of communication under which advance was sanctioned** :
9. **Whether any advance or final withdrawal has been drawn previously for purpose mentioned above. If so, particulars thereof** :
11. (a) **Total service, including broken periods, if any, on date of this application** :  
  
(b) **Period of service left on the date of application for attaining the age of** :

**superannuation.**

**(c) The date of superannuation :**

**Place:**

**Date:**

**Signature of the Applicant**

-----  
-----

**Establishment II**

**The above particulars have been verified to be correct.**

**DDO**

APPLICATION FOR LEAVE OR EXTENSION OF LEAVE

**1 Name of applicant**

2. Post held

3. Deptt., Office & Section

4. Pay

5. House Rent, Conveyance allowance  
and other compensatory allowances  
drawn in the present post

6. Nature and period of leave applied for

7. Sundays and holidays, if any,  
proposed to be prefixed/suffixed to leave

8. Grounds for which leave is applied for

9. Date of return from last leave,  
nature and period of leave

10. *I propose* do not propose to avail

11. myself of leave

travel concession for the block year -----  
during the ensuing leave.

11. Address during leave period

Signature of applicant  
(with date)

Remarks and/or recommendation of Controlling Officer

**FORM-I**

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER  
RULE 18(2) OF THE C.C.S (CONDUCT) RULES, 1964 FOR TRANSACTION IN  
RESPECT OF IMMOVABLE PROPERTY**

1. Name and Designation:
2. Scale of pay and present pay:
3. Purpose of application-sanction for transaction/  
prior intimation of transaction.
4. Whether property is being acquired or disposed of:
5. Probable date of acquisition or disposal  
Of property:
6. Mode of acquisition/disposal. :
7. (a) Full details about location, viz, Municipal :  
No., street/village, Taluk, District and  
State in which situated.  
(b) Description of the property in the case of:  
Cultivable land, dry or irrigated lands.  
(c) Whether freehold or leasehold:

- (d) Whether the applicant's interest in the Property is in full or in part.(In case of Partial interest, the extent of such interest Must be indicated)
- (e) In case the transaction is not exclusively: in the name of the Government servant, Particulars of ownership and share of Each member. :
8. Sale/purchase price of the property (market value;; In the case of gifts).
9. In case of acquisition, source or sources from Financed/proposed to be financed:-  
 (a) Personal savings:  
 (b) Other sources giving details:
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition: (A copy of the sanction /acknowledgement should be attached).
11. (a) Name and address of the party with whom transaction is proposed to be made. :  
 :  
 (b) Is the party related to the applicant? If so, state the relationship. :  
 (c) Did the applicant have any dealings with? The party in his official capacity at anytime or is the applicant likely to have any dealings With him in the near future? :  
 (d) How was the transaction arranged? Whether: Through any statutory body of a private Agency ; through advertisement or through friends and relatives. (Full particulars to be Given.)
12. In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the C.C.S (Conduct) Rules, 1964. :
13. Any other relevant fact, which the applicant may like to mention;

**DECLARATION**

I .....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/ to the party whose name is mentioned in item 11 above.

**OR**

I.....hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station

Signature:

Date:

Note 1 . In the above form, different portions may be used according to requirement.

**2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.**

**Central Soil & Materials Research Station**

**\*\*\*\*\***

**Application for Festival Advance**

1.Name of the Applicant

2.Designation & Section

3.Present Basic Pay

4..Whether the Govt. Servant is  
Permanent/ Temporary

(a Whether surety bond from another  
Permanent Govt. Servant attached?  
Particulars of Surety

: Advance for which festival is  
Applied and the amount applied for

If on leave, specify the nature and  
Particulars of leave

Whether the applicant has drawn any advance  
During the current year? Is so, When?

1. : Whether the festival advance drawn on  
Previous year has been recovered fully?.

I certify that the facts stated above are  
true to my knowledge and belief

(Signature of the applicant with date)

Estt.II Section

**Application for Advance from GPF**

1. *Name of the subscriber* :
2. *Account Number (with Department suffix)* :
3. *Designation* :
4. *Pay* :
5. *Balance at credit of the subscriber on the date of application as below.....*
  - (i) *Closing balance as per statement for the year..... Rs.*
  - (ii) *Credit from.....to..... on account of monthly subscription.Rs.*
  - (iii) *Refunds from.....to..... Rs.*
  - (iii) *Withdrawals during the period from .....to..... Rs.*
  - (iv) *Net balance at credit..... Rs.*
6. *Amount of advance/outstanding, if any, and the purpose for which advance was taken by them:*

<i>Amount of advance taken</i>	<i>Balance outstanding</i>
<i>Rs.....</i>	<i>as on date Rs.....</i>
7. *Amount of advance required* ..... *Rs.*
8. (a) *Purpose for which the advance is required*  
(b) *Rules under which the request is covered*

- (c) *If advance is sought for House Building, etc., following information may be given:--*
- (i) *Location and measurement of the plot*
  - (ii) *Whether plot is freehold or on lease*
  - (iii) *Plan for construction*
  - (iv) *If the flat or plot being purchased is from a HB Society, the name of the society, the location and measurements, etc.*
  - (v) *Cost of construction ..... ..*
  - (v) *If the purchase of flat is from DDA or any Housing Board, etc., the location, dimension, etc., may be given.....*
- (d) *If advance is required for education of children, following details may be given:-*
- (i) *Name of the son/daughter ..... ..*
  - (ii) *Class and Institution/College where studying ..... ..*
  - (iii) *Whether a day-scholar or a hostler ,,,,*
- (e) *If advance is required for treatment of ailing family members, following details may be given:---*
- (i) *Name of the patient and relationship*
  - (ii) *Name of the Hospital/Dispensary/Doctor where the patient is undergoing treatment .....*
  - (iii) *Whether outdoor/indoor patient..... ..*
  - (iv) *Whether reimbursement available or not.....*

**NOTE.—***In case of advance under 8 © to 8(e) , no certificate or documentary evidence would be required.*

9. *Amount of the consolidated advance (item 6 and 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid ..... .. instalment* Rs.....in.....

10. *Full particulars of the pecuniary circumstances of the*

subscriber, justifying the application for the advance ..... ..

I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

Signature of Applicant  
Name.....  
Designation.....  
Section/Branch .....

For verification of Establishment – II Section

DDO, CSMRS.

**Application for Advance from GPF**

1. Name of the subscriber :
2. Account Number (with Department suffix) :
3. Designation :
4. Pay :
7. Balance at credit of the subscriber on the date  
date of application as below.....
  - (v) Closing balance as per statement  
for the year..... Rs.
  - (vi) Credit from.....to.....  
on account of monthly subscription.Rs.
  - (iii) Refunds from.....to..... Rs.
  - (vii) Withdrawals during the period from  
.....to..... Rs.
  - (viii) Net balance at credit..... Rs.
8. Amount of advance/outstanding, if any, and the  
purpose for which advance was taken by them:

Amount of advance taken Rs.....	Balance outstanding as on date Rs.....
------------------------------------	---
7. Amount of advance required ..... .. Rs.
8. (a) Purpose for which the advance is required  
(f) Rules under which the request is covered

- (g) *If advance is sought for House Building, etc., following information may be given:-*
- (vi) *Location and measurement of the plot*
  - (vii) *Whether plot is freehold or on lease*
  - (viii) *Plan for construction*
  - (ix) *If the flat or plot being purchased is from a HB Society, the name of the society, the location and measurements, etc.*
  - (v) *Cost of construction ..... ..*
  - (x) *If the purchase of flat is from DDA or any Housing Board, etc., the location, dimension, etc., may be given.....*
- (h) *If advance is required for education of children, following details may be given:-*
- (i) *Name of the son/daughter ..... ..*
  - (iv) *Class and Institution/College where studying ..... ..*
  - (v) *Whether a day-scholar or a hostler ,,,,*
- (i) *If advance is required for treatment of ailing family members, following details may be given:---*
- (v) *Name of the patient and relationship*
  - (vi) *Name of the Hospital/Dispensary/Doctor where the patient is undergoing treatment .....*
  - (vii) *Whether outdoor/indoor patient..... ..*
  - (viii) *Whether reimbursement available or not.....*

**NOTE.—***In case of advance under 8 © to 8(e) , no certificate or documentary evidence would be required.*

11. *Amount of the consolidated advance (item 6 and 7) and number of monthly instalments in which the consolidated advance is proposed to be repaid ..... .. instalment Rs.....in.....*
12. *Full particulars of the pecuniary circumstances of the*

*subscriber, justifying the application for the advance ..... ..*

*I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.*

**Signature of Applicant**

**Name.....**

**Designation.....**

**Section/Branch .....**

**For verification of Establishment – II Section**

**DDO, CSMRS.**

**PROFORMA FOR APPLICATION FOR WITHDRAWAL FROM GENERAL PROVIDENT FUNDS**

Ministry of Water Resources, CSMRS.

1. Name of the subscriber :
2. Account Number :
3. Designation(with Departmental Office) :
4. Pay :
5. Date of Joining & Date of Birth :
6. Balance at credit of the subscriber on the date of application as below:
  1. Closing balance as per statement for the year \_\_\_\_\_:
  2. Credit from \_\_\_\_\_ to \_\_\_\_\_ on account of monthly subscription :
  3. Refunds made to the funds after closing balance vide 1. above. :
  4. Withdrawal during the period from \_\_\_\_\_ to \_\_\_\_\_ :
  5. Net balance at credit on date of application :

7. Amount of withdrawal required :
8. a) Purpose for which the withdrawal is required. :  
b) Rule under which the request is covered. :
9. Whether any withdrawal was taken for the same reasons as earlier, if so indicate the amount & the time. :
10. Name of the Account Officer maintaining the: GPF Account.

Date

Signature of the Applicant: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Section/Branch \_\_\_\_\_

[ See Government of India's Decision (1) below Rule 1999 ]

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR  
CYCLE/PERSONAL COMPUTER**

1. **Name of Applicant** :
2. **Applicant's Designation** :
3. **District and Station** :
4. **Basic Pay** :
5. **Anticipated price of Motor Car/Motor  
Cycle/Personal Computer** :
6. **Amount of advance required** :
7. **Date of superannuation or retirement of  
date of expiry of contract in case of a  
contract officer.** :
8. **Number of installments in which the  
advance is desired to be repaid.** :
9. **Whether advance for similar purpose  
was obtained previously and if so -** :
  - (i) **date of drawl of the advance** :
  - (ii) **the amount of advance and/or  
interest thereon still outstanding,  
if any.** :
10. **Whether the intention is to purchase --**
  - (g) **a new or an old Motor Car/Motor  
Cycle/Personal Computer.** :
  - (h) **If the intention is to purchase  
Motor Car/Motor Cycle/Personal  
Computer from a person having  
official dealings with the  
Government  
servant, whether previous** :

**sanction of the competent authority  
has been obtained as required  
under Rule 18 (3) of the Central  
Civil Services(Conduct) Rules,1964. :**

**11. Whether the officer is on leave or is  
about to proceed on leave-- :**

**(d) The date of commencement of  
Leave :**

**(b) the date of expiry of leave :**

**12. Are any negotiations or preliminary  
enquiries being made so that delivery may  
be taken of the Motor Car/Motor Cycle/  
Personal Computer within one month from  
the date of drawal of the advance? :**

**13. (a) Certified that the information given above is complete and true.  
(b) Certified that I have not taken delivery of the motor Car/Motor  
Cycle/Personal Computer on account of which I apply for the advance, that I shall  
complete negotiations for the purchase of pay finally and take possession of the  
same before the expiry of one month from the date of drawal of the advance.**

**Date**

**Applicants Signature**

FORM GFR- 27

[ See Government of India's Decision (1) below Rule 1999 ]

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR CAR/MOTOR  
CYCLE/PERSONAL COMPUTER**

1. **Name of Applicant** :
2. **Applicant's Designation** :
3. **District and Station** :
4. **Basic Pay** :
5. **Anticipated price of Motor Car/Motor  
Cycle/Personal Computer** :
6. **Amount of advance required** :
7. **Date of superannuation or retirement of  
date of expiry of contract in case of a  
contract officer.** :
8. **Number of installments in which the  
advance is desired to be repaid.** :
9. **Whether advance for similar purpose** :  
**was obtained previously and if so -**
  - (i) **date of drawl of the advance** :
  - (ii) **the amount of advance and/or  
interest thereon still outstanding,**

if any. :

10. **Whether the intention is to purchase --**

- (i) **a new or an old Motor Car/Motor Cycle/Personal Computer. :**
- (j) **If the intention is to purchase Motor Car/Motor Cycle/Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services(Conduct) Rules,1964. :**

11. **Whether the officer is on leave or is about to proceed on leave-- :**

- (e) **The date of commencement of Leave :**
- (b) **the date of expiry of leave :**

-2-

12. **Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/ Personal Computer within one month from the date of drawal of the advance? :**

- 13. (a) **Certified that the information given above is complete and true.**
- (b) **Certified that I have not taken delivery of the motor Car/Motor Cycle/Personal Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.**

**Date**

**Applicants Signature**

With reference to this office order No: .....dated....., on promotion to the post of ..... w.e.f....., I hereby exercise my option as given under:

1) to have the pay fixed in the higher post from the date of promotion

**OR**

2) to have the pay fixed initially at the stage of the new post above the pay in the lower post which may be refixed on the date of accrual of next increment in the scale of pay of the lower post.

**DATE:**

**NAME & DESIGNATION**

**REMBURSEMENT OF TUITION FEE**

1. **Certified that the child/children mentioned below in respect of whom reimbursement of tuition fee is claimed is/are wholly dependent upon me :**

<b>Name of the child</b>	<b>Date of birth</b>	<b>School in which studying</b>	<b>Class in which studying</b>	<b>Monthly tuition fee actually payable</b>	<b>Tuition fee actually payable from April 2003 to March, 2004</b>	<b>Amount of reimbursement</b>

2. **Certified that the tuition fees indicated against the child/each of the children had actually been paid by me vide certificate(s) from the institution(s) attached.**

**3. Certified that :**

- My wife/husband is/is not a Central Government servant
  - My wife/husband is a Central Government servant but she/he will not claim reimbursement of tuition fee in respect of our child/children
  - My wife/husband is employed with \_\_\_\_\_ she/he is not entitled to reimbursement of tuition fees in respect of our child/children.
4. Certified that during the period covered by this claim, the child/children attended the school(s) regularly and did not absent himself/themselves from the school(s) without proper leave for a period exceeding one month.
5. Certified that the child/children mentioned has/have not been studying in the same class for more than two years.
6. Certified that I or my wife/husband have/has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.
7. In the event of my change in the particulars given above which affect eligibility for eligibility for reimbursement of tuition fees, I undertake to intimate the same promptly and to refund excess payments, if any, made.

Servant  
Dated the,

Signature of the Government

Name in block letters:  
Designation and Office

**DECLARATION FOR TUITION FEE**

**Certified that my  
child/children viz.  
Is/are actually in a  
recognised school and  
that I am actually  
incurring expenditure  
on is/her/their tuition  
fee.**

**Dated, the**

Signature

Name

Designation:

**DECLARATION FOR TUITION FEE**

**Signature**

**Name**

**Designation:**

**Dated, the**