

**INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES**  
(UNIVERSITY OF DELHI)  
B-BLOCK, VIKAS PURI, NEW DELHI -110018  
**APPLICATION FOR GRANT OF ADVANCE TO PURCHASE OF CAR/MOTOR.  
CYCLE/SCOOTER/CYCLE ETC.**

1. Name of the Applicant .....
2. Designstion ..... Department .....
3. Address: a) Residential .....  
b) Permanent: .....
4. Nature of Employment ..... Permanent/Temporary
5. Emoluments: I) Basic Pay Rs. .... II) Dearness pay Rs. ....  
III) Allowances: Rs ..... (IV)Total Rs.....
6. Amount of monthly salary received after  
All deduction for the preceding month Rs. ....
7. Amount of advance required Rs. ....
8. Date of superannuation/Retirement .....
9. Number of installments for repayment .....
10. Whether advance for similar purpose was obtained previously and it so:-
  - i) Date of drawl of the advance .....
  - ii) Amount of advance and/or interest thereon still outstanding, if  
any .....
11. i) Certified that I have not taken delivery of the vehicle for which I  
Submit this application for advance  
ii) I here by undertake:
  - a) To complete negotiations for the purchase of pay finally and take possession of the  
Vehicle before the expiry of one month from the date of drawl of the advance and submit  
The complete documents as required under the rules of advance with in a month failing  
which the college/university will be free to charge the panel interest at the rate fixed by  
the university from time to time.
  - b) To make comprehensive insurance of the vehicle from the date of taking delivery of the  
vehicle including pledging the same to the college/university.

**P.T.O**

c) I here by certify that I have read and understood the rules of advance and hereby  
undertake to abide by them. In case I cease to be a university employee before full

repayment of the advance. I have no objection to the adjustment of / outstanding balance of advance from whatever amount is due to me from the university in the form if pay and allowances of provident fund etc.

**I CONFIRM THAT THE FACT AND INFORMATION GIVEN ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE.**

**PLACE .....**

**DATED .....**

**(SIGN. OF THE APPLICATION)**

---

**This is to certify that the purchase of a ..... by**

**This is also certified that the particulars given by the applicant in the above application has been verified from the records and found to be correct.**

**RECOMMENDED FOR GRANT OF ADVANCE OF RS. ....**

**(Rs. .... only )**

**ADMN. OFFICER**

**PRINCIPAL**

**TRESURAR/CHAIRMAN**

**THE ABOVE ADVANCE HAS BEEN SANCTIONED BY THE TREASURER/CHAIRMAN**

**ON.....**

**PASSED FOR PAYMENT OF Rs. ....(Rupees .....only)**

**BURSAR**

**PRINCIPAL**

**PAID VIDE CHEQUE NO . .....DATES .....**

**DEALING ASSTT.**

**SECTION OFFICER (ACCOUNT)**

**Received a sum of Rs ..... only vide cheque No.....Dated.....**

**From the principal,indira Gandhi institute of physical Education & Sports Sciences, as advance for the purchase of scooter.**

**SIGNATURE OF THE APPLICANT  
WITH DATE**