



**HARYANA STATE WAREHOUSING CORPORATION**

**BAY NO. 15 - 18, SECTOR - 2, PANCHKULA**

**Tel : 0172-2578829 – 31, FAX: 0172-2578481**

**Website: hwc.nic.in**

**APPLICATION FORM FOR CAR/MOTOR CYCLE /SCOOTER /MOPED/  
BYCYCLE / COMPUTER ADVANCE.**

1. Name (in block letters) \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Father's/Husband name \_\_\_\_\_
4. Place of posting \_\_\_\_\_
5. Basic pay \_\_\_\_\_ Spl.Pay /DP \_\_\_\_\_ Total Rs. \_\_\_\_\_
6. Anticipated price for vehicle/ Computer \_\_\_\_\_
7. Amount of advance required \_\_\_\_\_
8. Date of joining in HWC \_\_\_\_\_
9. Date of superannuating \_\_\_\_\_
10. Whether permanent/temporary. If temporary the surety of a Regular HWC employee on non-judicial stamp Paper worth Rs.15/- may be given. \_\_\_\_\_
11. Whether advance for the similar purpose(s) Was obtained previously and if so, date \_\_\_\_\_ Amount \_\_\_\_\_
  - a) Date of drawal of the first advance \_\_\_\_\_.
  - b) Date of drawal of the second advance \_\_\_\_\_.
  - c) The amount of advance 1<sup>st</sup>/2<sup>nd</sup> or interest thereon still outstanding. \_\_\_\_\_.
  - d) Sale proceeds of previous vehicle along with proof in support thereof \_\_\_\_\_.
12. Whether the intention is to purchase a new vehicle/computer through a person other than a regular/reputed dealer/agent and whether prior sanction of the competent authority has been obtained for the purchase of 2<sup>nd</sup> hand vehicle as required under the Employees Conduct Rules.
  - a) Certified that the information given above is complete and true.
  - b) Certified that I have not taken delivery of the vehicle/Computer on account of which I apply for the advance and that I shall complete negotiation for the purchase of Pay finally and taken possession or the vehicle/computer before the expiry of one month from the date of taking delivery of vehicle/computer and further that the insurance will be comprehensive.

- c) Certified that if I do not mortgage the vehicle within one month from the date of drawal of advance, the Managing Director, Haryana Warehousing Corporation, is fully empowered to adjust entire salary (all allowances & pay) towards the advance till it is fully recovered.
- d) Certified that I am unable to purchase the vehicle without loan from HWC.

Signature of the Applicant

**REMARKS BY THE FORWARDING AUTHORITY (MANAGER/BRANCH OFFICER**

**Forwarded in original to the Managing Director, Haryana Warehousing Corporation, Panchkula, with the remarks that the request of the official be acceded to. His service particulars have been verified and are correct. The official is appointed on regular basis and has completed his probation period successfully.**

Signature of the Branch Officer/Manager

(To be furnished by the District Manager/Branch Officer)

- a) Certified that the sale proceeds of the previous vehicle is reasonable keeping in view the condition of the vehicle.
- b) Certified that the case has been examined in accordance with the rules/instructions issued by the Finance Deptt. Haryana from time to time.
- c) Certified that the purchase of vehicle will increase the efficiency of the applicant while discharging the official duties and a sum of Rs. \_\_\_\_\_ may please be sanctioned.
- d) Certified that the following advances are outstanding.

Sr. No.	Title of advance	Total amount sanctioned	Deduction per month	Balance (outstanding)
i)				
ii)				
iii)				
iv)				

The above particulars of the official have been verified and are correct. The official is appointed on regular basis and has completed his probation period successfully.

Signature of the Branch Officer/District Manager

### **INSTRUCTIONS**

Only regular employees who have completed their probation period successfully are eligible for the advance.

<b>Category</b>	<b>Admissibility</b>	<b>Limit of advance and installments of recovery</b>
Purchase of personal computer	No pay limit	Rs.30000/- or the actual price of computer whichever is less, recoverable in not more than 75 monthly installments.
Purchase of Motor Car	Govt. employee drawing pay of Rs. 12000/- PM including DP, NPA Spl. Pay and above.	Rs.6.00 lacs or 25 basic pay + DP + NPA + Spl pay per month or the actual price of vehicle whichever is less, recoverable in not more than 100 monthly installments.
Purchase of Motor cycle/Scooter	Govt. employee drawing pay of Rs. 6000/- PM including DP, NPA Spl. Pay and above.	Rs.40,000/- for Motor Cycle, Rs.30,000/- for Scooter or the actual price of vehicle whichever is less, recoverable in not more than 100 monthly installments.
Purchase of moped	No pay limit	Rs.20,000/- or the actual price of vehicle whichever is less, recoverable in not more than 100 monthly installments.
Purchase of Bicycle	No pay limit	Rs.1800/- or the actual price of bicycle whichever is less, recoverable in not more than 20 monthly installments.

### **(FOR OFFICE USE)**

The application has been checked and found in order. The official is eligible for an advance of Rs. \_\_\_\_\_ for the purchase of Car/Motor Cycle/Scooter/Moped, Cycle/computer. Budget provision Rs. \_\_\_\_\_ exists. Loan of Rs. \_\_\_\_\_ is recommended. The loan will be recovered in \_\_\_\_\_ installments and rate of interest will be \_\_\_\_\_.

**ASSISTANT**

**ASSTT. MANAGER (ADMN)-III**

**Sanctioned**

**SECRETARY**