

TAMIL NADU FINANCIAL CODE FORM:12
CHAPTER X ARTICLE 230

**FORM OF APPLICATION BY A GOVERNMENT SERVANT FOR AN ADVANCE
FOR PURCHASE OF A MOTOR CAR / MOTOR CYCLE / SCOOTER / MOPED**

- 01 Name of the Applicant :
- 02 Designation :
- 03 Name of office in which the applicant is employed :
- 04 Residential address of the applicant :
- 05 a) Basic Pay :
- b) Scale of pay :
- 06 Gross salary per mensem (Indicate every item separately) :
- 07 Carry home salary (net) :
- 08 Date of joining into Government service :
- 09 Details as to the post in which the applicant is an approved probationer (or) the post in which he is confirmed :
- 10 Date of Birth :
- 11 Date of retirement :
- 12 Amount of advance applied for :
- 13 Type of vehicle for which advance is applied for :
- 14 State whether the vehicle to be purchased is new or old. :
- 15 Name of the firm or party from whom the vehicle is proposed to be purchased with full address :

- 16 In the case of new vehicle state :
whether proforms invoice of
the firm for the vehicle is
enclosed.
- 17 In the case of old vehicle state :
whether letter of consent by
the seller is enclosed.
- 18 Price of the vehicle to be :
purchased
- 19 Whether the seller of the old :
vehicle is related to the
applicant.
- 20 If the applicant was already in :
possession of a vehicle furnish
the following details
- a) Name of the vehicle he was :
in possession of
- b) The period (denoting the :
dates from _____ to
_____ during which he
was in possession of two
vehicle
- c) The date on which he sold :
the vehicle
- d) Sale price of the vehicle :
- e) Whether the vehicle was :
purchased with the advance
obtained from the
Government?
- 21 Whether at present the :
applicant is in possession of any
vehicle. If so, furnish the
following details:
- a) Name of the vehicle :
- b) The date from which he is in
possession of the vehicle?
- c) Whether the vehicle was :
purchased with the advance
obtained from the
Government?
- d) The proposed sale price of :
the vehicle

- 22 Whether the applicant has :
given away as gift, or sold the
vehicle purchased out of
Government advance or out of
his personal funds at the case
may be
If so, the date on which it was :
given away as gift, or was sold
and the sale price may be
furnished
- 23 Whether the applicant has :
applied for the first time for
vehicle advance?
- 24 If not, the number of times the :
applicant had received vehicle
advance previously the number
and the date of sanction orders
as well as the amount of
advances sanctioned.
- 25 If the applicant was sanctioned :
with vehicle advance previously
whether such sanction order
has been cancelled consequent
to his non availing of the
advance? If so, the details
thereof?
- 26 If the applicant was sanctioned :
with vehicle advance and availed
the same.
Whether he was directed to :
repay the vehicle advance so
availed in full for the reason
that the vehicle was purchased
in violation of or in
contravention of rules? If so,
the details thereof
- 27 If the price of the vehicle is in :
excess of the amount of
advance applied for the
proposed source from which he
wants to meet out the
difference
- 28 Whether the applicant has now :
applied for advance for the
purchase of Motor Cycle / Scooter
/ Moped having already availed
Cycle advance from Government?

If so, state the muner and date :
of sanction order for the cycle
advance

- 29 a) Whether the applicant is on :
leave
b) If so, the nature of leave :
c) the date from which the :
applicant is on leave
d) Date of expiry of leave :
- 30 a) Whether the applicant is :
likely to proceed on leave
b) If so, the nature of leave :
c) The date from which the :
applicant is likely to proceed
on leave
d) Date of expiry of leave :

Certified that the particular given above are complete and true.

Certified that I have not purchased the _____
_____ vehicle for which I have applied for advance, till date, that I shall
complete the payment for and take possession of the _____
_____ vehicle before the expiry of one month from the date of
drawal of the advance and I shall insure it within one month from the date of taking
delivery of it. I shall insure it as Third Party Insurance.

Treasury / Sub Treasury / Pay & Accounts
Officer at which the amount is to be drawn
(Full address with (Pincode))

Signature of the applicant

Date :
Station :

RECOMMENDATION AND CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished by _____
_____ in his application for the sanction of
advance for the purchase of _____
_____ have been verified with
official documents / records and found correct and that he is an approved
probationer / his services were confirmed in the post of _____
_____ and that no disciplinary proceedings are pending against him.
The applicant has applied for the vehicle advance for the first time.

The applicant has already drawn vehicle advance _____
_____ times now
he has applied for the _____ time.

Certified that the applicant is eligible for the sanction of vehicle for
purchase of _____
_____ vehicle in accordance with rules.

Signature and seal of the
Head of the Office

Date :
Station :