

# UNDERTAKING

I \_\_\_\_\_ of \_\_\_\_\_ (Name of officer) do hereby undertake as follows:

- 1 I am still willing to take Motor Cycle/Personal Computer Advance.
- 2 I will accept the maximum permissible amount of advance, if granted to me any time up to close of current financial year i.e up to 31-03-2022 or as and when my turn comes up.
- 3 I will draw the advance only after confirming its delivery within one month from the date of receipt and arranging excess money required for purchase Motor Cycle/ Personal Computer Advance.
- 4 I will complete formalities of purchase of Motor Cycle / Personal Computer Advance within one month from the date of drawal of advance.
- 5 Due to unavoidable circumstances beyond my control or beyond the control of the selling agency. If the delivery of personal computer is not possible with in one month's time. I will either refund the entire amount in one lump-sum or seek extension of time limit for a maximum another one month before the expiry of normal period of one month. In case the extension is granted , I will complete all the formalities including submission of all necessary documents with in the period so extended. If purchase still does not materialised, I will refund the amount immediately.
- 6 My present basic pay is Rs. \_\_\_\_\_ and the date of next increment is \_\_\_\_\_.

Signature

Name & No. \_\_\_\_\_

(In block letters)

Designation \_\_\_\_\_

Dated:

**FORM-II**  
(See Rule 29)

**Form of Agreement to be executed before drawing and advance for the Purchase Personal Computer**

AN AGREEMENT made on ..... day of \_\_\_\_\_, 2022, BETWEEN **Sh.** \_\_\_\_\_ (hereinafter called Borrower which expression shall include his heirs administrators, executors and legal representatives) of the one part and the President of India (hereinafter called the President, which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Compendium (hereinafter referred to as the said rules which expression shall include any amendments thereof for the time being in force), applied to the President for a loan of Rs. \_\_\_\_\_/- for the purchase of personal computer and whereas the President has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_/- to be paid by the President to the Borrower, the Borrower hereby agrees with the President (1) to pay the President the said amount with interest calculated according to the said rule by monthly deductions from his salary as provided in the said rules and hereby authorizes the President to make such deductions and (2) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a personal computer or if the actual price paid is less than the loan to repay the difference to the President forthwith, and (3) to execute a document hypothecating the said motor vehicle to the President as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE/PERSONAL COMPUTER has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the MORTGAGOR/BORROWER has hereunto set his hand and **Shri** \_\_\_\_\_, **IPS.** In the Ministry/office of **Spl. Commissioner of Police/P&F Div., Delhi** for and on behalf of the President of India has hereunto set his hand.

\* Signed by the said in presence of

1.....

2.....

(Signatures of Witness)

(Signature and designation of the Borrower)

Signed by (Name & Designation)

.....

for and on behalf of the President  
of India in the presence of

1. ....

2. ....

( Signature of witnesses )

Spl. Commissioner of Police  
P&F Division, Delhi

Certificate Under Rule 17 (I)

Certified that it will be useful to the public service, if \_\_\_\_\_ No. \_\_\_\_\_ possesses a Personal Computer for the performance of his/her official duties. He/She has full capacity to repay the advance.

ASSTT. COMMISSIONER OF POLICE  
\_\_\_\_\_, DELHI.

## FORM VI

(See Government of India's Decision (1) below Rule 21)

### Application form for an advance for the purchase of Personal Computer

1. Name of Applicant:
2. Applicant's designation:
3. District and Station
4. Basic Pay
5. Anticipated price of Personal Computer
6. Amount of advance required
7. Date of superannuation or retirement
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
  - a) Date of drawl of the advance
  - b) 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 Personal Computer
  - b) if the intention is to purchase Personal Computer from a person heaving official dealings with the Govt. 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 Cycle, Personal Computer within one month from the date of drawl 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 Personal Computer on account of which 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.

Mob. No. \_\_\_\_\_

@mail Add:- \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Applicant

PIS No. \_\_\_\_\_



Certificate Under Rule 17 (I) & (III)

Certified that it will be useful to the public service, if \_\_\_\_\_ No. \_\_\_\_\_ possesses a Motor Cycle/Scooter for the performance of his/her official duties. He/She has full capacity to repay the advance.

I recommend to relax the pay ceiling limit of Rs. 8560/- ( Basic Pay ) for the grant of Motor Cycle/Scooter Advance to the officer.

Asstt. COMMISSIONER OF POLICE

\_\_\_\_\_, DELHI

FORM VI

(See Government of India's Decision (1) below Rule 21)

Application form for an advance for the purchase of Motor Cycle/Scooter

1. Name of Applicant:
2. Applicant's designation:
3. District and Station
4. Basic Pay.
5. Anticipated price of Motor Cycle/Scooter
6. Amount of advance required
7. Date of superannuation or retirement
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
  - a) Date of drawal of the advance
  - b) 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 Cycle/Scooter
  - b) if the intention is to purchase Motor Cycle/Scooter from a person heaving official dealings with the Govt. 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 Cycle/Scooter 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 Cycle/Scooter 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.  
(c) Mob. No. \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Applicant