

Application Form for Computer Advance

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Designation : _____
4. Name of the HSDC Unit where working : _____
5. Basic Pay : _____ D. Pay : _____ Spl. Pay/NPA : _____ Total : _____
6. EPF Account No. : _____
7. Salary Bank & Account No. : _____
8. Anticipated price of Computer : _____
9. Amount of Advance required : _____
10. Date of joining in HSDC, Service : _____
11. Date of Birth : _____
12. Date of Superannuation : _____
13. Whether permanent/ temporary , (if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be given : _____
14. Whether advance for the same purpose was obtained previously, if so;
Date : _____
Amount : _____
 - i) Date of drawal of the first advance : _____ Rs. _____
 - ii) Date of drawal of the second advance : _____ Rs. _____
 - iii) The amount of advance 1st/2nd or interest thereon still outstanding if any Amount Rs. _____
 - iv) Sale proceeds of previous Computer alongwith proof in support thereof : Rs. _____
15. (i) Whether the intention is to purchase a new _____ through a person other than a regular dealer/ Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules.
16. Certified that the information given is complete and true.
(a) Certified that I have not taken delivery of the computer on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the computer before the expiry of one/ two months from the date of drawal of the loan and further that the insurance of the computer will be comprehensive.
(b) Certified that if I do not purchase the computer within two months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered.
(c) Certified that I am unable to purchase the computer without Government
loan.
(d) Certified that the purchase of computer will increase my efficiency in discharge of official duties.

Dated: _____

Signature of the Applicant

Designation _____

HSDC _____

Certificate

(To be furnished by the Head of the Department/ Controlling Officer)

- a) Certified that the sale proceeds or the previous computer is reasonable keeping in view of the condition of the computer.
- b) Certified that the case has been examined in accordance with the rules/ instructions issued by the Finance Department Haryana from time to time,
- c) Above entries from Col. 1 to 14 have been checked and found correct.
- d) Certified that the purchase of computer will increase the efficiency of the applicant while discharging the official duties.
- e) A sum of Rs. _____ may please be earmarked for the purchase of computer.

Dated: _____

Signature of the Head of the
Department/Controlling Authority
with Designation

SURETY BOND

This deed is made on the ____ day of _____ Two thousand -
____ and _____ between Sh _____ S/o
Shri _____ and _____ working
as _____ in _____ Corporation
department (hereinafter referred to as the surety) of the one part and the Managing
Director HSDC, Panchkula (hereinafter referred to as the Corporation) of the other part.

Whereas the loan of Rs. _____
(Rupees _____) has been granted to Shri _____ S/o
Shri _____ hereinafter referred to as borrower) of the terms and
conditions contained in the agreement dated _____ and subject to the borrower
furnishing a permanent Corporations employee as surety to guarantee the due
performance and observation by him of the conditions of the agreement
dated _____.

And whereas Shri _____ S/o Shri _____ has
fulfillment of the conditions of the Advance of loan agreed to stand as surety for the
Borrower on the terms and conditions hereinafter appearing. Now this deed witnesses
and the parties hereto agree as follows:-

In pursuance of the said agreement and in consideration of sum of
Rs. _____ advance by the Corporation to the Borrower as loan, the surety
hereby agrees that the borrower shall duly, faithfully, and punctually perform all the
conditions set out in the agreement dated _____ and to be performed and
observed by him and that in the event of the failure of the borrower to perform any of the
said conditions and of the borrower dying or ceasing to be in service for any cause that
what so ever before the amount due to the Corporation from the borrower is fully paid
off, the surety shall immediately pay the entire amount due to the Corporation on
account of the principle and interest under the said agreement.

2. For the consideration aforesaid and in further pursuance of the agreement it is
hereby agreed that the liability of surety shall not be affected by the Corporation granting
time or any other indulgence to the borrower.

3. The Corporation shall be entitled to deduct from the pay, Traveling Allowance or any
other sum which may be or become payable by the Corporation to the surety the amount
due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the date respectively
mentioned against their Signature in the _____ year of the Republic of India.

Witness . (i)

Signature of Surety & Designation
Department Signed
by _____
for and on behalf of the Corporation

Witness (ii)

ANNEXURE- IV

I,----- do-hereby authorize the Managing Director,
HSDC, Panchkula (Haryana) to recover from the Death-cum-retirement gratuity,
the amount which would become due to him on the date of superannuation/
retirement the balance of outstanding Computer advance, with interest in terms
of the penultimate paragraph of the agreement dated the-

Signature_____

Dated

Designation:_____

Certified that I hereby cancel the nomination made by me in respect of Death
cum retirement gratuity to me at the time of retirement.

Signature_____

Designation: _____

FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN ADVANCE FOR THE PURCHASE OF COMPUTER.

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ working as _____ in the Office of _____ (hereinafter called 'the Borrower' which expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Managing Director HSDC, Panchkula (hereinafter called 'the Corporation' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Corporation for a loan of Rs. _____ (Rupees _____) for the purchase of a COMPUTER and whereas the Corporation 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 Managing Director HSDC, Panchkula, the Borrower hereby agrees with the Corporation

- (1) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Managing Director to make such deductions and
- (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement /resignation/death of the Borrower, hereby agrees to authorize the Managing Director in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death -cum-Retirement Gratuity payable to the borrower in accordance with the rules . The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, volume II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and
- (3) 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 COMPUTER or if the actual price paid is less than the loan to repay the difference to the Governor forthwith, and
- (4) to execute a document hypothecating the said COMPUTER to the Governor of Haryana 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 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 Corporation or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In Witness whereof the borrower and _____ for and on behalf of the Managing Director have hereunto set their hands the day and year first before written.

Dated:

(Signature and Designation of the Borrower)

(Signature of Witnesses)

for and on behalf of the Managing Director, HSDC, Panchkula
(Signature and Designation of the Officer)