|  |  |
| --- | --- |
|  | **SRI KRISHNADEVARAYA UNIVERSITY** **Ananthapuramu – 515 003, Andhra Pradesh, India** |



**APPLICATION FORM FOR SANCTION OF PERSONAL COMPUTER ADVANCE**

|  |  |  |
| --- | --- | --- |
| Employees Name (in Block Letters) | : | *Sri./Smt./Kum.* |
| Designation | : |  |
| Department/Office/Section | : |  |
| Date of Birth | : |  |
| Date of Joining | : |  |
| Date of Retirement | : |  |
| Present Basic Pay | : | ` |
| Maximum Advance Amount to be Sanctioned for Purchase of **Computer** as per **“Loans and Advances ”** | : | ` **50,000 /-** |
| Actual Cost of the Personal Computer ( Mandatory : Enclose the Quotation Bill ) | : | `  |
| As per the **G.O.Ms.No: 167**, dated **20-09-2017** :: ----------------------------------------------------------Eligibility Criteria : Employees whose basic pay is Rs.16,400/- p.m., or morePrinciple EMI’s : 135 & Interest EMI’s : 65Rate of Interest : For **Class-IV** Employees - **5.00% p.a.** & **Other** Employees - **5.50% p.a.**  |
| No. of Installments opted by Employee | : | **Total EMI’s** |
| Principal EMI’s : |  | Interest EMI’s : |
| \*\* If Employee is not able to opt the EMI’s, decision will be taken by the University Authorities. |

[ Page No : 01 of 03 / P.T.O]

*[ Continuation of Page : 01 ]*

**DECLARATION:**

 I declare that all the particulars and information given in the application form are true, correct and complete and that they shall form the basis of any loan, the University may decide to grant me.

 I confirm that the funds will be used for stated purposes and will not be used for speculative purposes.

 I also understand that the sanction of the loan is subject to the execution of documents as per the University’s requirements and recoverable with interest at the rate in force from time to time in such installments as decided by the University. I agree that the University has a right to make such enquiries as it think(s) fit.

Place:

Date : SIGNATURE OF THE EMPLOYEE

**PREVIOUS PERSONAL LOAN DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Loan -I details | Loan -II details | Loan -III details | Other Information |
| Sanctioned:\_\_\_\_\_\_\_\_\_\_No. of Installments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Forwarded by the**

**HEAD OF THE DEPARTMENT/SECTION**

**---------------------------------------------------------------------------------**

**Mandatory Documents to be Enclosed :**

* Personal Computer - Quotation Bill issued by the Dealer.
* Last Pay Certificate certified by the Finance Officer, Finance and Accounts Section.

[ Page No : 02 of 03]

ADVANCE STAMP RECEIPT

 An amount of **Rs**…………………………………………………… ( *Rupees*………………………………………… ……………………………………………………………………………) received from *“The Registrar, S.K.University, Ananthapuramu”* **Computer loan**  for the Financial year **2020 – 2021.**

Affix Rs. 1/- Revenue Stamp

**SIGNATURE OF THE EMPLOYEE**

Name of the Employee ::

Designation ::

Department/Section ::