

BITS, PILANI- K. K. BIRLA GOA CAMPUS

APPLICATION FOR LOAN FOR PURCHASE OF COMPUTER AND ITS PERIPHERALS

PSRN _____ Name _____

Designation: _____ Dept / Unit : _____

Date Of Joining: _____ Date of Birth : _____

Total monthly Salary: Rs. _____

Total Monthly deduction of any other loan: Rs. _____

Computer configuration desired : _____

Estimated Cost : Rs. _____ Loan applied for : Rs. _____

Probable Vendor : _____

Purpose of purchase : _____

Proposed Number of Installments for purchase of recovery: _____

Certified that the above statements are correct. I have gone through the rules and agree to abide by them.

Dated : _____

Signature

To be forwarded by the controlling officer:

Forwarded and recommended/not recommended.

Date : _____

Head of Department /Faculty Incharge

For the use of the office:

PSRN: _____ Designation: _____ Any other Loan Sanctioned: _____

Term upto: _____ Salary Details: Pay Band: _____ AGP: _____ Basic: _____

A Loan of Rs. _____ is sanctioned.

Deputy Registrar

Director

BITS, PILANI- K. K. BIRLA GOA CAMPUS

RULES FOR GRANT OF LOAN FOR PURCHASE OF COMPUTER & ITS PERIPHERALS

The Institute would be granting loan to its staff members for the purpose of purchase of a computer and/ or its peripherals for personal use subject to the following Rules.

1. Applicant should be a member of the Contributory Provident Fund on the date of application.
2. This advance would be granted only once in the entire length of his/her service.
3. Applicant should not have taken loan for purchase of computer and its peripherals from any other agency.
4. Amount of Loan would be limited to 80% of the total cost of the computer subject to the maximum of Rs. 50,000/-. Loan will not be granted only for the purchase of peripherals.
5. Staff member has to give a solemn oath on non-judiciary stamp paper of Rs. 10/- that the computer purchased through this loan will not be used for any commercial purpose and it will neither be sold or mortgaged till the payment of the total amount of the loan together with the interest thereof is repaid.
6. Simple interest @ 6% on the balance amount would be payable by the loanee each month.
7. Computer has to be purchased within a month of payment of the advance for loan otherwise entire amount together with the interest thereof will have to be refunded immediately.
8. The loan together with interest is recoverable in a maximum of 50 instalments or the number of months left for his / her retirement whichever is less.
9. The recovery would start from the month following the month of the purchase.
10. Staff members will be responsible for the upkeep/ upgrade/ maintenance of the computer. No further advance would be granted for this purpose.
11. Staff member has to keep the computer at his / her residence. Institute has a right to inspect the same at any time till the amount of loan together with its interest has been repaid.
12. If a staff member is found violating any of the above rule, he/she will be required to pay back the entire amount due together with interest immediately.

ASSURANCE DEED

This deed is made on _____ day of _____, 2008
between _____ (GPSRN _____) S/o _____
(hereinafter referred to as First Party) of one part and the Birla Institute of Technology and
Science, Pilani -Goa Campus through its _____ (hereinafter
referred to as Second Party) as second part.

And whereas the First Party has taken from the Second Party a sum of Rs.
_____ under the Rules for grant of advance for purchase of computer.

Whereas the *First Party* assures that:

1. He has not taken any loan for the purchase of computer/ peripherals from any other agency
2. He will not use the computer for any commercial purpose and he will neither sell or mortgage it till the total amount of the loan together with the interest thereof is repaid.
3. He will be responsible for the safety/ upkeep/ upgrading or maintenance of the Computer.
4. He will keep the computer at his residence and will allow the Institute Officers to inspect the same at any time.
5. If, he is found violating any of the rule, he, on demand, will repay the entire amount together with its interest.
6. This will be in force till the total loan amount together with its interest is repaid.

First Party:

Second Party:

Signature: _____

Signature: _____

Name and Address

Name and Address

Witness:

Witness:

Signature: _____

Signature: _____

Name and Address

Name and Address

ASSURANCE DEED

This deed is made on _____ day of _____, 2008
between _____ (GPSRN _____) S/o _____
(hereinafter referred to as First Party) of one part and the Birla Institute of Technology and
Science, Pilani -Goa Campus through its _____ (hereinafter
referred to as Second Party) as second part.

And whereas the First Party has taken from the Second Party a sum of Rs.
_____ under the Rules for grant of advance for purchase of computer.

Whereas the *First Party* assures that:

4. He has not taken any loan for the purchase of computer/ peripherals from any other agency
5. He will not use the computer for any commercial purpose and he will neither sell or mortgage it till the total amount of the loan together with the interest thereof is repaid.
6. He will be responsible for the safety/ upkeep/ upgrading or maintenance of the Computer.
4. He will keep the computer at his residence and will allow the Institute Officers to inspect the same at any time.
5. If, he is found violating any of the rule, he, on demand, will repay the entire amount together with its interest.
7. This will be in force till the total loan amount together with its interest is repaid.

First Party:

Second Party:

Signature: _____

Signature: _____

Name and Address

Name and Address

Witness:

Witness:

Signature: _____

Signature: _____

Name and Address

Name and Address