

APPLICATION FORM FOR ADVANCE FOR FURNITURE & FURNISHING

1. Name of Applicant
2. Applicant's Designation
3. District and Station
4. Basic Pay
5. Anticipated price of Furniture & Furnishings
6. Amount of advance required
7. Date of joining in this Institute.....
8. Date of superannuation or retirement or date of expiry of contract in case of a contract officer.....
9. Number of instalments in which the advance is desired to be repaid.....
10. Whether advance was obtained previously and if so
 - (i) date of drawl of the advance
 - (ii) the amount of advance
11. Whether the intention is to purchase
 - (a) A new or an old Furniture
 - (b) If the intention is to purchase Furniture & Furnishings from a person having official dealings with the employee, whether previous sanction of the competent authority has been obtained.....
12. 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.....
13. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Furniture & Furnishings etc. within one month/ three months from the date of drawl of the advance?.....
14.
 - (a) Certified that the information given above is complete and true.
 - (b) Certified that I have not taken delivery of the Furniture & Furnishings etc. 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/three months from the date of drawl of the advance.

Date:

Applicant's Signature

Designation.....

Deptt./ Section.....

INDIAN INSTITUTE OF TECHNOLOGY, GUWAHATI

Surety Bond (GFR NO. 21)

KNOW ALL MEN BY THESE PRESENTS THAT I.....son of.....resident of.....in the District of.....at present employed as a permanentin the(hereinafter called "Surety") am held and firmly bound up to the Director, IIT-Guwahati (hereinafter called "the Institute" which expression shall include his successors and assignees) in the sum of Rs.....(Rupees.....only) with interest as hereinafter specified and all cost between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the Institute to be paid to the Institute FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these presents. As witness my hand this.....day of.....two thousand and

WHEREAS the Institute has agreed to grant to....., son of....., a resident of.....in the district of.....at present employed as temporary.....in the.....(hereinafter called, "the borrower") at the borrower's own request an advance of Rs.....(Rupees.....only) for the.....AND WHEREAS THE BORROWER has undertaken to repay the said amount in.....equal monthly instalments with interest..... from the day of the advance.

AND WHEREAS in consideration of the Institute having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above bond with such condition as hereunder in written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower shall, while employed in the said.....DULY and regularly pay or cause to be paid to the Institute the amount of the aforesaid advance owing to the Institute by instalments with interest as calculated in the aforesaid manner thereon or so much thereof as shall for the time being remain due and unpaid calculated at Institute rates in force for Institute loans from the day of the advance until the said sum of Rs.....(Rupees.....only) with interest as calculated in the aforesaid manner shall be duly paid, then this bond shall be void, otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or any time cease to be in the service of the Institute, the whole or so much of the said principal sum of Rs.....(Rupeesonly) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner to from the day of the advance shall immediately become due and payable to the Institute and be recoverable from the surety in one installment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Institute to the said borrower whether with or without the knowledge or consent of the Surety.

The Institute have agreed to bear the stamp duty, if any, for this document.

Signed and
delivered
by the said.....

.....
(Signature of Surety)

(Designation).....

.....
at.....
this.....
of.....
.....

*Signature,
address and
occupation of the
Witnesses*

Office to which attached.....
.....
In the presence of
(i)
(ii).....