

 <b>IndianOil</b>	<b>Application under the scheme on Computer Advance to Workmen</b> <i>(To be filled in duplicate)</i>	Date :
		Place:
Name	Designation	Emp.No.
Department	Scale of Pay	Whether confirmed Yes / No
I request for an Advance towards purchase of a Desk-Top PC under the Computer Advance Scheme as per following details:		
Make	Configuration of PC	Cost (in Rs.)
Computer advance (Interest Free)	Additional Computer Advance (Interest Bearing)	Total Advance
Rs.	Rs.	Rs.
I enclose a Proforma Invoice with details of the PC with the request to issue a cheque in my favour / in the name of the Dealer on my behalf. I undertake to submit the final receipt / delivery challan within one month from the date of issue of cheque.		
Proforma Invoice No. & Date	Name of the Dealer with complete Address	Purchase Price of PC
<b>OR</b>		
I have purchased Desk-Top PC and enclose a Bill alongwith stamped receipt as per following details. The advance may please be released to me.		
Bill No. & Date	Name of the Dealer with complete Address	Purchase Price of PC
I confirm that the request for Computer Advance is made after making myself aware of the various stipulations and obligations under the Scheme referred to above.		
Signature of Controlling Officer		Signature of Applicant
The applicant is a confirmed employee in regular scale of pay and meets / does not meet performance standard as laid down under the Scheme for the year _____. The applicant is neither undergoing any punishment nor any disciplinary action is pending or contemplated against him / her.		
(Strike of the portion not required)		Signature of the Authorised Officer from HR Group.
Applicant is eligible / not eligible. Computer Advance is sanctioned subject to recoveries on total loan / advance being within the prescribed limits.		Sanctioned Amount Rs.
To: Finance Department (with Enclosures)		Signature of the Sanctioning Authority