

FORM-2

**PROPOSAL SHEET FOR SANCTION OF CONVEYANCE ADVANCE FOR
REPAYMENT
(To be filled in duplicate)**

Name of the Employee	Type and brand of vehicle for which advance is required.
Designation:	Amount of advance:
Department:	Rs.....

Points to be examined and replied by the dealing office in Personnel Department for the information of sanctioning authority.

Sl. No.	Points	Reply (to be furnished in Yes or No.
1.	Is advance applied for repayment of advance taken from earlier employer or other bank/financial institution? If yes, whether documentary evidence has been submitted in support from the previous employer about the out- standing amount of advance & interest accrued thereon?	
2.	Whether the organization to which the advance is to be repaid is a Govt. Deptt/Public Sector Undertaking Statutory Corporation/Quasi Body?	
3.	Whether payment is required to be made directly to the organization?	
4.	The amount of advance and no. of installments in which it is to be repaid is within our Rules	
5.	The employee has agreed to hypothecate the Vehicle within 30 days from the date of payment.	

Certified that the details contained in the application form and *questionnaire furnished by the applicant have been verified and found to be in order. Based on these details the applicant is eligible for sanction of advance.

Sanctioned

Personnel officer

Sanctioning Authority

Date:

*To the extent available in Personal File.