

SATLUJ JAL VIDYUT NIGAM LIMITED

Ref. No.:

Dated:

SANCTION ORDER No.

Sanction to the grant of an advance of Rs.(Rupees
.....)is hereby accorded as per Rules for purchase of Personal
Computer to Shri Emp. No.
Designation Department
The above advance will be recovered inequal monthly installments plus
.....additional installment(s) for interest subject to the condition
that number of installments shall be so regulated that the repayment of advance
together with interest, is completed before superannuation of the employee.

Interest recoverable on the entire amount of advance granted will be at the rates
prescribed by the Management from time to time.

The sanction is subject to the signing of an Agreement on a non-judicial stamp paper
of Rs. and a Surety Bond from Shrion
a non-judicial stamp paper of Rs.....before drawl of the advance. It is
further subject to the execution/production of the following documents to the
Personnel Department within 30 days from the date of drawl of advance and other
rules and regulations in this regard laid down by the Management, from time to time.

- a) Hypothecation agreement on a non-judicial stamp paper of the value of Rs.
.....
- b) Printed Invoice & stamped receipt from the vendor for the amount paid for the
Personal Computer.

The sanction of this advance is further subject to the following conditions:

1. Non-compliance of the instructions mentioned above within the stipulated
period will necessitate recovery of the entire amount of advance together with
Bank Lending interest from the salary of the employee.
2. In case the amount of advance sanctioned is not drawn by the employee within a
period of 4 months from the date of sanction or close of financial year
whichever is earlier, the amount so sanctioned would automatically lapse at the
end of such period.
3. The sanction will be further subject to terms and conditions contained in SJVN
Personal Computer Advance Rules, as applicable from time to time.

This issues with the approval of the Competent Authority.

Sr. Personnel Officer/Personnel Officer

Distribution:

1. Individual Concerned Through
2. Manager(Fin-Estt) F&A Deptt. -alongwith copy of application