

বরাবর,

.....
.....
.....

বিষয়ঃ মোটর গাড়ি/মোটর সাইকেল অগ্রিম ঋণ গ্রহণের জন্য আবেদন।

জনাব,

বিনীত নিবেদন এই যে, আমি মোটর গাড়ি/মোটর-সাইকেল অগ্রিম ঋণ গ্রহণের লক্ষ্যে মোট=টা
কথায়ঃ (.....) মঞ্জুরি প্রদানের জন্য আবেদন জানাইতেছি। বিষয়টি বিবেচনার জন্য আ
সঠিক বিবরণ নিম্নে প্রদান করা হইলোঃ

- ১) নাম :
- ২) পদবী :
- ৩) পিতার নাম/স্বামীর নাম :
- ৪) সরকারি চাকুরিতে যোগদানের তারিখ :
- ৫) বর্তমান ঠিকানা :
- ৬) স্থায়ী ঠিকানা :
- ৭) চাকুরীতে স্থায়ী/অস্থায়ী (স্থায়ী হইলে স্থায়ী স্বপক্ষে প্রমাণপত্র :
এবং অস্থায়ী হইলে দুই জন স্থায়ী কর্মচারীর নিকট হইতে
জামানতপত্র (সিকিউরিটি বন্ড) দাখিল করিতে হইবে।
- ৮) অস্থায়ী হইলে ৫ (পাঁচ) বৎসর চাকুরী পূর্ণ হইয়াছে কিনা :
- ৯) বর্তমান মূল বেতন ও বেতন ঝিল :
- ১১) জন্ম তারিখ :
- ১২) সরকারি চাকুরির মেয়াদ উত্তীর্ণ হওয়ার তারিখ :
- ১৩) শিক্ষাশত যোগ্যতা :
- ১৪) আবেদনকারী ইতোপূর্বে মোটর গাড়ি/মোটর-সাইকেল/
বাই-সাইকেল অগ্রিম ঋণ গ্রহণ করিয়াছেন কিনা, গ্রহণ
করিয়া থাকিলে উহার সুদ বিমোচনের ছায়ালিপি সংযুক্ত
করিতে হইবে

২। আমি প্রত্যয়ন করিতেছি যে, আমার উপরোল্লিখিত বিবরণ আমার জানামতে সত্য। অতএব, উপরোল্লিখিত বিবরণের প্রেক্ষিতে আমাকে মো
গাড়ি/মোটর সাইকেল/কম্পিউটার অগ্রিম ঋণ বাবদ মোট= টাকা মঞ্জুরি প্রদানের জন্য সনির্বন্ধ অনুরোধ জানাইতেছি।

তারিখঃ

আপনার অনুগত,

নাম :

পদবী :

মন্ত্রণালয়/বিভাগঃ

FROM No-32 (Note-2 to Rule-294)

From of Agreement to executed at the time of drawing an advance for the purchase of a MOTOR-CAR/MOTOR CYCLE/BI-CYCLE.

An agreement made.....day ofmonth 2004 between Janab/Begum.....(herein after called the Borrower which expressing shall include his legal representatives and assigns) of the one part and the president of Bangladesh (here in after called the part and president) of the other part whereas the Borrowers has under the provision of the Bangladesh Financial Rules (being after referred to as the said Financial Rules which expression shall include any amendments there of for the time beings in force) applied to the president for a lone of TK=.....(Taka.....) for the purchase of a MOTOR-CAR/MOTOR CYCLE/BI-CYCLE and the President has agreed to loan the said amount to the Borrower on the terms and condition herein after contained now it is hereby agreed between parties here to that in consideration of the sum of TK=.....(Taka.....) paid by the Government to the Borrower the receipt of which Borrower hereby acknowledges the Borrower hereby agree with the president (1) to pay the President the said amount with interest calculated according to the said Financial Rules buy monthly deductions from his salary as provided for the said Financial Rules and hereby authorities the President to make such deductions and (2) within one month from the date of these presents to expand the full amount of the full amount of the said lone in the purchase of a MOTOR-CAR/MOTOR CYCLE/BI-CYCLE. Of the actual price paid in a less then the lone to repay the difference to the president forth with the (3) to acute a document hypothecating the said. to the President as acuity for the amendment to the Borrower as aforesaid and interest in the from provided by the said Financial Rules and it is hereby lastly agreed and buy cleared that if the MOTOR-CAR/MOTOR CYCLE/BI-CYCLE has not been purchase and hypothecated as aforesaid with one month from the date of these presents or if the Borrower within period becomes insolvent or quide the service of the Government or des the whole amount of the loan and interest accrued there in shall immediately become due and payable.

In witness where of Borrower has here in to sat his/her hand the day and year first before write.

Signed by the said in presence of:

UNDERTAKING

I am hereby giving a undertaking to the effect that on taking an advance from Government. I shall purchase a MOTOR-CAR/MOTOR CYCLE/BI-CYCLE and use the same on my personal use to attend office punctually and that in case of any infringement of this undertaking the entire amount of interest accord, there on shall be refunded to the Government forth with one installment.

Signature & date

Proforma particulars for conveyance

1. Name (in block letter) :
2. Designation :
3. Present age :
4. Permanent or Temporary :
5. Present Basic :
6. Whether such advance was taken :
Previously and if so, when? (Report of
The accounts office is to be furnished to
The effect that the previous advance has
been received in full including the interest).
7. If temporary whether sureties (in :
prescribed form) from two permanent
Government servants not below the
rank of the applicant has been
furnished and whether the applicant
completed 3 years continuous service.
8. Certificate regarding necessity for :
Appointing authority that the applicant
is not likely to be 6through out of
employment during the period for
employment, including the interest.

I am to declare that I have not stood surety for any MOTOR-CAR/MOTOR CYCLE/BI-CYCLE ADVANCE OT ANY OTHER TEMPORARY Government servant. I am not also a debtor to Government for any such advance.

Signature:.....

Designation:

Surety Bond for purchase of MOTOR-CAR/MOTOR CYCLE/BI-CYCLE

We hereby jointly and separately bind ourselves our theirs executers' administrators and representatives for payment of the advance of TK=.....(Taka.....) Ministry of Finance, Economic Relations Division. She-re-Bangla Nagar, Dhaka, for purchase one new MOTOR-CAR/MOTOR CYCLE/BI-CYCLE with interest and cost income for the collection if any.

Witness:

(a) Name:

Sign:

Designation:

Department:

(b) Name:

Sign:

Designation:

Department:

I am declaring that I have not stood surety for any MOTOR-CAR/MOTOR CYCLE/BI-CYCLE advance to any temporary Government servant. I am not also a debtor to Government for any such advance.

Signature:.....

Designation:.....