

প্রতি

চেয়ারম্যান
বাংলাদেশ বেসামরিক বিমান চলাচল কর্তৃপক্ষ
সদর দপ্তর, কুর্মিটোলা, ঢাকা।

মনোযোগঃ সহকারী পরিচালক (প্রশাসন-২)

(যথাযথ কর্তৃপক্ষের মাধ্যমে)

বিষয়ঃ মটরগাড়ী/মটরসাইকেল/কম্পিউটার ত্রয় বাবদ অগ্রিম ঋণের জন্য আবেদন।

মহোদয়

যথাবিহীত সম্মান প্রদর্শনপূর্বক বিনীত নিবেদন এই যে, আমি-----আর্থিক বৎসরে-----

-----ত্রয় বাবদ অগ্রিম ঋণের জন্য টাঃ----- () টাকা আমার

অনুকূলে মঞ্জুরী প্রদানের জন্য আবেদন করিতেছি। এমতাবস্থায়, মহোদয়ের সুবিবেচনার জন্য নিম্নে আমার প্রয়োজনীয় তথ্যাদি পেশ করিলামঃ

- ১। নাম :
- ২। পদবী :
- ৩। পিতার নাম :
- ৪। কোথায় কর্মরত :
- ৫। স্থায়ী/অস্থায়ী :
- ৬। জন্ম তারিখ :
- ৭। চাকুরিতে যোগদানের তারিখ :
- ৮। কত বৎসর চাকুরি হইয়াছে :
- ৯। বর্তমান মূল বেতন :
- ১০। ত্রয় মূল্য :
- ১১। প্রার্থিত টাকার পরিমাণ :
- ১২। জাতীয়তা : বাংলাদেশী
- ১৩। আবেদনকারী পূর্বে সরকারের নিকট হইতে কোন অগ্রিম ঋণ গ্রহণ করিয়াছেন কিনা :
- ১৪। অগ্রিম ঋণ নম্বর :

তারিখঃ-----

সংযুক্তিঃ-----

বিনীত নিবেদক
আপনার একান্ত বাধ্যানুগত

বাংলাদেশ বেসামরিক বিমান চলাচল কর্তৃপক্ষ

SURETY BOND

Now all men by those present that we (1) Son
ofResidents of.....
Dist..... at Present employed as permanent..... in the office of
the and (2) Son of
..... Dist..... at present employed as
permanent.....in the office of the are firmly
bound up to the president of the people's Republic of Bangladesh (There in after called the president
) in the sum of TK.....(TK.) only, for wuch
payment to be will and truly made, Wsrhereby jointly and serially bind our selves, our heirs,
executives, administratives and representatives by these presents given under our hands or sealed with
out sealed this theday of200

WHEREAS.....son of.....
Present employed as a Temporary.....hereinafter called the " Borrower has
at his own request on our own agreeing to stand surety for him as here under been granted by the
president as Motor Car/ Motor Cycle/ Computer in sum of amount against the regular pay bills
immediately.

Now the condition The obligation in such that if the sum of TK.....
(TK.....) only is adjusted in the regular pay bills by the Borrower that
the bond shall be void otherwise the same shall be remain in full force. But haverthless that if the
Borrower shall die or became insolvent before the said amount of TK.....
(TK.....) only as shall then remain un-adjusted shall immediately
become due and payable to the President and to recoverable from us.

It is certified that we have not taken any loan form the Government and stood surety for
others.

SIGNATURE OF TWO PERMANENT
GOVT. SERVENT.

WITNESS.

1. (1)

2. (2)

FORM G. F. R. 24
[See note 2 below Para 258(5)]

Form of Agreement to be executed at the time of drawing in advance for the purchase of a Motor/Car/Cycle All AGREEMENT made of day of of the year..... BETWEEN Mr. of Civil Aviation Authority of Bangladesh (hereinafter called the Borrower which expression shall include his legal representative and assigned) of the one part and the President of the President of the People's Republic of Bangladesh (hereinafter called the President) of the other part.

WHEREAS as the Borrower has under the provisions of the General Financial Rules (hereinafter returned to as the said Financial Rules which expression shall include any amendments thereof for the time being in force) applied to the President for a loan of Tk. for the purchase of a motor/car/cycle and the President has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Tk. paid by the President to the Borrower (the receipt of which the Borrower hereby acknowledges), the Borrower hereby agrees with the President (1) to pay the President the said amount with interest calculated according to the said financial Rules by monthly deduction from his salary as provided for by the said Financial Rules and hereby authorizes the President to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a motor car/cycle or if the actual price paid is less than the loan to repay the difference to the President forthwith and (3) to execute a document hypothecating the said motor car/cycle to the President as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Financial Rules.

AND IT IS HEREBY LASTLY AGREED AND DECLARED that if the motor car/cycle has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower, within the period, becomes insolvent or quits the service of Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the Borrower has hereunto set his hand day and year first before written.

Signature of the Borrower

Address: _____

Date _____

Signed by the said in the presence of

1st witness

Address

.....

Occupation.....

2nd witness

.....

Occupation

UNDERTAKING/CERTIFICATE

I do hereby give undertaking that I shall actually purchase a Motor _____ on taking advance from Government and that in case of any infringement of this undertaking, the entire amount of the advance together with the interest that may accrue there upon shall be refunded to Government forthwith in one instalment. It is also certified that I am a _____ Government servant and have never taken any such loan before. It is also certified that my date of birth is _____.

COUNTERSIGNED.

Signature: _____

Name: _____

Designation: _____

Office: _____

Date: _____

Form G. F. R. 25
[See note 2 below Para 258(5)]

Form of Mortgage Bond for motor car/Cycle advance

THIS INDENTURE made this day of of the year.....
BETWEEN Mr Designation
Civil Aviation Authority of Bangladesh (hereinafter called "the Borrower") of the one part and
the President of the People's Republic of Bangladesh (hereinafter called the President) of the
other part.

WHEREAS the Borrower has applied for and has been granted an advance of Taka
to purchase a Motor Car/Cycle on the terms of Rule 249 to 256 and Rules 258 to 260 of the
General Financial Rules (hereinafter referred to as the said Financial Rules which expression
shall include any amendment thereof or addition thereto for the time being in force).

AND WHEREAS one of the conditions upon which the said advance has been/was granted to
the Borrower is/was that the Borrower will/would hypothecate the said Motor Car/Cycle to the
President as security for the amount lent to the Borrower.

AND WHEREAS the Borrower has purchased with or partly with the amount so advanced as
aforesaid the Motor Car/Cycle particulars whereof are set out in the schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the
consideration aforesaid the Borrower doth hereby covenant to pay the president the sum of
Tkaforesaid of the balance thereof remaining unpaid at the date of
these presents by equal payments of TKeach on
the first day of every month and will pay interest on the sum for the time being remaining due
and owing calculated according to the said Financial Rules and the Borrower doth agree that
such payments may be recovered by monthly deductions from his salary in the manner provided
by the said Financial Rules and in further pursuance of the said agreement the Borrower doth
hereby assign and transfer unto the President the Motor Car/Cycle the particulars whereof are set
out in the Schedule hereunto written by way of security for the said advance and the interest
thereon as required by the said Financial Rules.

AND the Borrower doth hereby agree and declare that he has paid in full the purchase price of
the said Motor Car/Cycle and that the same is his absolute property and that he has not pledged
and so long as any moneys remain payable to the President in respect of the said advance will not
sell, pledge or part with the property in or possession of the said Motor Car/Cycle PROVIDED
ALWAYS and it is hereby agreed and declared that if any of the said installments of principal or
interest shall not be paid or recovered in manner aforesaid within ten days after the same are due
or if the Borrower shall die or at any time cease to be in the service of the President or if the
Borrower shall sell or Pledge or part with the property in or possession of the said Motor
Car/Cycle or become insolvent or make any composition or arrangement with his creditors or if
any person shall take proceedings in execution of any decree or judgment against the Borrower
the whole of the said principal sum which shall then be remaining due and unpaid together with
interest thereon calculated as aforesaid shall forthwith become payable.

AND IT IS HEREBY AGREED and declared that President may on the happening of any of the
events hereinbefore mentioned seize and take possession of the said Motor Car/Cycle and either
remain possession thereof without removing the same or else may remove and sell the said
Motor Car/Cycle either by public auction or private contract and may out of the sale moneys
retain the balance of the said advance then remaining unpaid and any interest due thereon
calculated as aforesaid and all cost, charges, expenses and payments properly incurred or made
in maintaining, defending or realizing his rights hereunder and shall pay over the surplus if any
to the Borrower, his executors, administrators or personal representatives.

PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said
Motor Car/Cycle shall not prejudice the right of the President to sue the Borrower or his personal
representatives for the said balance remaining due and interest or in the case of the Motor
Car/Cycle being sold the amount by which the net sale proceeds fall short of amount owing.

AND the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the President he the Borrower will insure and keep insured the said Motor Car/Cycle against loss or damage by fire, theft or accident with an insurance company to be approved by the Accounts Officer concerned and will produce evidence to the satisfaction of the accounts Officer that the Motor Insurance Company with whom the said Motor Car/Cycle is insured have received notice that the President is interested in the Policy.

AND the Borrower hereby further agrees that he will not permit or suffer the said Motor Car/Cycle to be destroyed or injured or to deteriorate in a grater degree than it would deteriorate by reasonable wear and tear thereof.

AND further that in the event of any damage or accident happening to the said Motor Car/Cycle the Borrower will forthwith have the same repaired and made good.

IN WITNESS whereof the said Borrower hath hereunto set his hand the day and the year first above written.

THE SCHEDULE

Description of Motor Car/Cycle.

Maker's Name-

Description-

Number of Cylinders-

Engine number-

Chassis number-

Cost price-

SIGNED By the Borrower.....in the presence of
.....

Followings witness

1st Witness:-

Name:-

Address:-

2nd Witness:-

Name:-

Address:-