



Hire Purchase Scheme

Canteen Stores Department

Attested (front) Photograph to be pasted here (1x1)

Note
a) Please follow the instructions printed on the back.
b) ± marked fields are mandatory.
c) In case of cash payment, only ** marked fields are required.

** Item name
1

** Payment Mode
2 1 Cash 2 HP
* 3 No of Installments 6 12 15 24 36 60 72 84
* 4 A Down Payment Amount
* B Down Payment Option 10 15 20 30 40 50 60 70 80 90

5 A Choice of Color (Car only)
B

* 6 Bank Draft / PO No
* 7 Bank Draft / PO Date D D M M Y Y
** 8 Preferred CSD Shop (Please see Annex-D for details)

** 9 Service No
* 10 Previous Service No (In case of JCO)
* 11 Date of Enrollment D D M M Y Y

* 12 Rank/Designation
* 13 Corps/Services/Organization

** 14 Applicant Name

* 15 Father Name

16 Addresses Unit / Organization / Formation

** A Present (Residential)

* B Permanent (Residential)

* C

17 Contacts Office
A
Mobile/Residence
B

18 CNIC No - -
* 19 Monthly Gross Salary

20 Next of Kin Name
A
Relationship
B

* C CNIC No - -

21 Surety Information Service No Rank
* A
* B

Name
C
Surety Signature

* D Unit/Formation/Organization

* E Permanent Address

F Contact
* G CNIC No - -

I agree with the terms and conditions printed on the back of the form at Annex - B

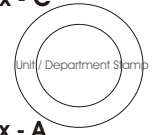
22 CO/OC/Director Admin Information
Service No Rank
* A
* B

Name
C
CO / Director Signature

* D Unit/Formation/Organization

I agree with the terms and conditions printed on the back of the form at Annex - C

23 Applicant Declaration
I agree with the terms and conditions printed on the back of the form at Annex - A



Applicant Signature Applicant Signature



INSTRUCTIONS

- 1) Please use **BLACK** ink to fill in the form.
- 2) Write or type legibly in **CAPITAL** letters.
- 3) Avoid overwriting or cutting. Use new form in case of mistake.
- 4) Photocopy of the original form is only acceptable on **A4** size paper.
- 5) (For Fields **14, 15, 20A, 21C** and **22C**): If any of the names is larger than the space provided, you must abbreviate it to fit in the Specified field.
- 6) Form must be signed by the applicant and all concerned. CO Signature and Unit/Department stamps are mandatory.
- 7) At least one contact no must be provided.
- 8) Surety for car can only be grade 18 or above.
- 9) Surety for motorcycle/other item can be any serving uniformed person/serving person of the same unit/department.
- 10) For column **5** car only; Please enter priority 1 color in **A** and priority 2 color in **B**

ANNEXURE - A

UNDERTAKING BY THE APPLICANT

- a. I agree and confirm that in case of retirement/premature retirement from service or dismissal, I will pay outstanding amount against my Hire Purchase account and obtain NOC. In case of failure, dues may be recovered from my final settlement of accounts.
- b. In case of late payment of installments, I hereby confirm that I will pay additional **charges@14%** (12% in case of car) per annum as applicable in addition to my default installments.
- c. I hereby declare that I am willing to accept the item issued to me under CSD Hire Purchase Scheme subject to change of price at any stage, prior to the date of delivery, although the intimation given to me may be after the item has been delivered to me. I further agree that the down payment made by me may be adjusted to revised price.
- d. I hereby undertake to clear all dues in time and will obtain No Demand Certificate from CSD after clearance of dues.
- e. After making Down Payment through Pay Order/ Demand Draft, I will not issue/pass on "stop payment" instruction to the bank.

ANNEXURE - B

UNDERTAKING BY THE SURETY (Director Admin/Serving uniformed person of the same unit not below the rank of SNCO.)

I undertake the responsibility as surety of the applicant and bind myself to clear CSD dues including additional charges due to default/ delayed payments, in case of default by the purchaser due to any reason including premature retirement, desertion or court martial.

ANNEXURE - C

CERTIFICATE BY THE UNIT CO/OC (Not below the rank of Major/ equivalent/ Director Admin)

- a. It is certified that the particulars of the Applicant, his Next of Kin and Surety given above are correct and name of the applicant has been entered in recovery register of CSD HP Scheme.
- b. I undertake the responsibility that in case of the purchaser's transfer to other Unit / Formation all information regarding payment of outstanding installments/ dues to CSD will be passed on to the purchaser's new Unit / Formation for timely recovery from the individual at new Unit/ Formation immediately. This Unit/ Formation will clear/pay all CSD dues in case of non payment by applicant.

ANNEXURE - D

CSD Shops (Note: Cars are available on shops marked **BOLD** & Motorcycles are available on shops marked with *****)

*KARACHI	LAHORE	RAWALPINDI	MULTAN	KHARIAN	PANO AQIL	OKARA	PESHAWAR	SIALKOT	Comd & Staff College	QUETTA	HYDERABAD
NOSWSHERA	GUJRANWALA	BAHAWALPUR	JHELUM	QUETTA	MALIR	PAF SARGODHA	MANGLA	ABBOTABAD	CHAKLALA RWP	GILGIT	KAKUL
ISLAMABAD	KAMRA	KOHAAT	MUZAFFARABAD	RISALPUR	MIANWALI	CHUNIAN	DERA NAWAB SAHIB	MAILSI	PAF BASE RAFIQUI	SARGODHA(M)	
RAHIM YAR KHAN	ABDUL HAKIM	BADIN	CHHOR								

اہم ہدایات

- 1- اقساط کی بروقت ادائیگی خریدار کی اپنی ذمہ داری ہے اور ہذا کسی قسم کا نوٹس جاری کرنے کا پابند نہ ہوگا۔
- 2- اگر خریدار کوئی آئیٹیم کسی وجہ سے خود وصول نہیں کر سکتا تو دوسرے شخص کو بذریعہ اٹھارٹی لیٹر مامز کر سکتا ہے۔ بشرطیکہ خریدار اس اسٹیشن پر نوٹس نہ کر رہا ہو۔
- 3- اٹھارٹی لیٹر متعلقہ شخص کے مکا نڈنگ آفیسر اور ڈائریکٹر ہاؤس پر چیری ایس ڈی سے تصدیق ہونا ضروری ہے۔
- 4- ڈاؤن پے منٹ کی رقم کا بینک ڈرافٹ یا پے آرڈر بنام سی ایس ڈی ہاؤس پر چیری ایس ڈی کا ڈرافٹ نمبر **11966-42** حبیب بینک کشمیر روڈ راولپنڈی بنوائیں۔
- 5- (گاڑی کی صورت میں ڈاؤن پے منٹ بذریعہ بینک ڈرافٹ یا پے آرڈر بنام سی ایس ڈی ہاؤس پر چیری ایس ڈی کا ڈرافٹ نمبر **120-2027453-006** فیصل بینک حیدر روڈ راولپنڈی یا **15051-88** حبیب بینک کشمیر روڈ راولپنڈی بنوائیں)
- 6- کاغذ استی ایس ڈی بھیجنے سے پہلے اپنا سروس نمبر، مہدہ، نام اور یونٹ بینک ڈرافٹ یا پے آرڈر کی پشت پر ضرور درج کریں عدم اندراج کی صورت میں ادا کی گئی رقم خریدار کے کھاتے میں جمع نہیں ہو سکے گی جسکی وجہ سے خریدار کو نقصان ہوگا اور ادارہ ہذا کسی طور ذمہ دار نہ ہوگا۔
- 7- گاڑی اور موٹر سائیکل کے خریداروں کے لیے گاڑی اور موٹر سائیکل کی جامع انشورنس لازمی ہے تاکہ بصورت چوری یا ایکسیڈنٹ خریدار پر یہ کبھی سے نقصان کو پورا کر سکے اور ہذا خریدار کے کسی قسم کے نقصان کا ذمہ دار نہ ہوگا اور خریدار کو گاڑی اور موٹر سائیکل کی پوری رقم ادا کرنی ہوگی۔
- 8- جلدی کلیمز کی صورت میں ہتھیار کی رقم بذریعہ بینک ڈرافٹ یا پے آرڈر جمع کروائیں۔