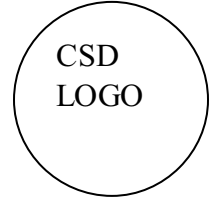


**HIRE PURCHASE DEMAND FORM**

The Director,  
Hire Purchase Division, CSD Head Office,  
Post Box No. 1039, RAWALPINDI.



Subject: **Demand for Costly items – Under CSD Hire Purchase Scheme**

1. I request that I may be authorized to purchase the item under Hire Purchase Scheme, enclosing the Bank draft/Pay-in-Slip prepared on account of Down Payment in respect of the following.

<u>Name of Item</u>	<u>Amount of Down Payment</u>	<u>Bank Draft/Pay Order Pay-in-Slip No.&amp; Date</u>
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2. I am giving further particulars to facilitate the disposal of case:

- a. Service No. Rank & Name \_\_\_\_\_
- b. Ex Service No. (in case of JCO only) \_\_\_\_\_
- c. Date of Enrolment \_\_\_\_\_ Permanent/Temporary (Tick) Corps \_\_\_\_\_
- d. Date of Retirement \_\_\_\_\_
- e. Unit Address \_\_\_\_\_ Phone No \_\_\_\_\_
- f. DSOP Fund No. \_\_\_\_\_
- g. Father's Name \_\_\_\_\_ Next of Kin \_\_\_\_\_
- h. Permanent Residential \_\_\_\_\_  
Address with Phone No. \_\_\_\_\_
- j. Present Official Address \_\_\_\_\_  
With Phone No. \_\_\_\_\_
- k. Monthly Gross Salary Rs. \_\_\_\_\_ per month.  
*Including Allowances (Attach Salary Certificate)*
- l. Surety No. \_\_\_\_\_ Rank: \_\_\_\_\_ Name: \_\_\_\_\_
- m. Comd Offr No \_\_\_\_\_ Rank \_\_\_\_\_ Name: \_\_\_\_\_
- n. Item already purchased on HP Scheme Case No. \_\_\_\_\_ Total amount Paid \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

- نوٹ: (1) اقساط کی بروقت ادائیگی خریداری اپنی ذمہ داری ہے ادارہ ہذا کسی قسم کا نوٹس جاری کرنے کا پابند نہیں ہوگا۔
- (2) اگر خریدار درج بالا آئیٹم کسی بھی وجہ سے خود وصول نہیں کر سکتا تو دوسرے شخص کو بذریعہ اتھارٹی لیٹر نامزد کر سکتا ہے۔ اتھارٹی لیٹر متعلقہ شخص کے کمانڈنگ آفیسر ہائیر پر چیز سے تصدیق ہونا ضروری ہے۔
- (3) قیمت بڑھنے کی صورت میں خریدار سے معاہدہ کی شق سات کے مطابق نئی قیمت وصول کی جائیگی۔
- (4) خریدار کو آئیٹم درخواست فارم جمع ہونے کے تقریباً 30 دن کے اندر جاری کیا جائے گا۔
- (5) خریدار کو اشغام سپر پر کرنے اور مخصوص عدالتی ٹکٹ لگانے کی ضرورت نہیں ہے۔

THREE SPECIMEN SIGNATURES OF APPLICANT

3. a. I agree and confirm that in event of my desertion, release / disch, premature release from service for any reasons, the total amount of outstanding CSD dues against my Hire Purchase Acct shall be deducted from my DSOP / DSP Fund or any other credit / dues available in my account or with the bank and in case of my death said CSD dues will be paid by my NOK named \_\_\_\_\_ whose NIC No is \_\_\_\_\_  
 (Name of NOK with relationship) (Photocopy att).  
 This may be treated as a letter of authority for the purpose.

Signature of NOK \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
 Dated \_\_\_\_\_ Dated \_\_\_\_\_

b. I also confirm that I am not likely to retire within 3 years from the date of delivery of Hire Purchase Item.

4. In case of late payment of instalments I hereby confirm that I will pay financial charges additional charges @ Rs. 14% per annum as applicable in addition to my default instalments.

5. The following documents are forwarded herewith duly completed.

- a. Bank Draft/Pay Order/Pay-in-Slip No. \_\_\_\_\_ Dated \_\_\_\_\_ Amounting to Rs. \_\_\_\_\_ Drawn on account of Down Payment.
- b. Photocopy of NIC (Purchaser).
- c. Photocopy of NIC of Surety.

6. Please acknowledge receipt and I may be informed of my Registration no. with Hire Purchase Section. I may also be intimated of my number on waiting list and estimated date of delivery of the item.

7. 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 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 accordingly to revised price.

8. I would like to take delivery from CSD shop (Please Tick any one of the following) :-

- a. Karachi    b. Lahore    c. Rawalpindi    d. Multan    e. Kharian    f. Quetta    g. Peshawar
- h. Sialkot    j. Nowshera    k. Jhelum    h. Gujranwala    m. Okara    n. PAF Sargodha
- o. Pano Aqil    p. Malir Cantt.    q. Hyderabad    r. Abbottabad

9. I hereby undertake to clear all dues in time and will obtain No Demand Certificate from CSD after clearance of dues.

10. In case of making payment of Down Payment through Pay Order/Demand Draft, I will not issue/pass on "stop payment" instructions to the bank.

Station: \_\_\_\_\_ Signature of Purchaser : \_\_\_\_\_  
 No : \_\_\_\_\_ Rank: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Unit/Formation : \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

It is certified that the particulars of the applicant and surety given above are correct and name of the applicant has been entered in recovery register of CSD HP Scheme at Serial No. \_\_\_\_\_

Station: \_\_\_\_\_ COUNTERSIGNED BY CO: \_\_\_\_\_  
 No : \_\_\_\_\_ Rank: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Unit/Formation : \_\_\_\_\_  
 Phone No: \_\_\_\_\_

**Unit Round Stamp**

Application Vetted by Manager CSD \_\_\_\_\_ Shop  
 on \_\_\_\_\_ Signature : \_\_\_\_\_  
 (Stamp)

**Note:**

- i. Bank Draft Pay Order should be prepared in the name of CSD Hire Purchase A/C No. 11966-42, indicating full particulars of applicant on the reverse. In case particulars of the applicant are missing, the amount of Draft/Pay Order will be put in untraceable account and CSD would not be responsible for any loss.
- ii. In case the individual wants to collect the item/delivery order through some one else, the authority letter should have three specimen signatures of collector duly verified by the applicant and countersigned by the CO. Should also bear unit round stamp. This authority letter will further be signed by Director Hire

اہم ہدایات برائے گاہک جو کہ قسطوں پر  
سی ایس ڈی سے سامان خریدنے کے خواہش مند ہیں

تمام حضرات اس بات کو یقینی بنائیں گے کہ اپنے کاغذات سی ایس ڈی ہیڈ آفس بھیجنے سے پہلے اپنا سروس نمبر، عہدہ، نام اور سی ایس ڈی کا کھاتہ نمبر بنک 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۔ جس کی وجہ سے خریدار کو نقصان ہوگا اور سی ایس ڈی ہیڈ آفس کسی طور ذمہ دار نہ ہوگا۔

**Note: FOR PAF PERSONNEL ONLY**

Certified that a copy of application form has been kept in unit file of the individual while one copy has been sent to PAF Record officers / concerned ORs. The individual will get clearance form CSD before retirement.

Station: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Officer Commanding)

Dated : \_\_\_\_\_

Name: \_\_\_\_\_

Unit Round Stamp

**Note: FOR NAVAL PERSONNEL ONLY**

Certified that a copy of application form has been kept in Service Record Book (SRB), a copy to Drafting Authority in case of JCOs / Sailors and to Naval Secretary in case of Officers.

Station: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Officer Commanding)

Dated : \_\_\_\_\_

Name: \_\_\_\_\_

Unit Round Stamp

**PURCHASER UNDERTAKING (AGREEMENT)**

This agreement executed on the \_\_\_\_\_ day of \_\_\_\_\_ by Service No. \_\_\_\_\_  
(date) (month & year)

Rank \_\_\_\_\_ Name \_\_\_\_\_

NIC No. \_\_\_\_\_ (Photocopy attached) Svc ID Card No. \_\_\_\_\_

Unit: \_\_\_\_\_ Account No. \_\_\_\_\_ in Bank \_\_\_\_\_

Permanent Resident of \_\_\_\_\_ herein after referred to as  
the "Purchaser and his surety" viz:-

No: \_\_\_\_\_ Rank: \_\_\_\_\_

Name: \_\_\_\_\_

Unit/Fmn: \_\_\_\_\_

Phone No: \_\_\_\_\_

Whereas the purchaser has applied to M/S Canteen Stores Department, Post Box No. 1039, Rawalpindi Cantt herein referred as CSD to sell him the following item as shown below.

**ITEM**

**H.P Cost**

**Down Payment**

**Monthly Instalment**

Whereas CSD has agreed to sell to the purchaser the aforementioned item at a total price of Rs. \_\_\_\_\_ on the terms and conditions herein after contained and whereas the Purchaser has already paid a sum of Rs. \_\_\_\_\_ by Bank Draft/Pay-in-Slip No: \_\_\_\_\_ being down payment of the aforementioned item sold by CSD on the following terms and conditions :-

1. Purchaser shall repay the balance amount of Rs. \_\_\_\_\_ to CSD in \_\_\_\_\_ months in \_\_\_\_\_ equal monthly instalments commencing from next month after the date of issue of the item by CSD through Bank Draft / Pay-in-Slip in the name of CSD Hire Purchase Account No. 11966-42 and drawn in favour of Habib Bank Ltd, Kashmir Road, Branch, Rawalpindi Cantt.
2. In case of default / delayed payment at any stage the purchaser shall pay @ 14% per annum as applicable on belated payment for the period these are delayed.
3. In case purchaser fails to pay any instalment to CSD, it will be open to CSD to recover it from the Sureties and Purchaser jointly / separately through available legal means.
4. If the purchase has purchased any other item from CSD on Hire Purchase and he has not paid all the dues in respect of the item, he shall pay all the aforementioned dues in full to CSD before taking delivery of the item applied under this agreement.
5. In case the purchaser decides to pay the instalments through Bank he shall issue irrevocable instruction to his banker \_\_\_\_\_ to deduct the aforementioned amount of instalment form the monthly salary of the purchaser and forward the same amount to CSD regularly until the entire amount is paid. After the payment is made to CSD in full, the purchaser shall instruct his banker to forward a bank statement to CSD showing bank draft, no date and amount of each bank Draft/Pay-in-Slip / Pay Order forwarded to CSD on account of instalments of aforementioned item to enable CSD to issue Clearance Certificate (only for officers).
6. The purchaser shall not change his bank until the entire amount due to CSD as per agreement is fully paid by bank (only for Officer).
7. In case of Motor Cycle, the purchaser shall register the name jointly in the name of CSD and himself and forward a photocopy of the registration certificate duly certified by his Unit / Estb, to CSD within one month from taking the delivery of the above mentioned Motor Cycle.
8. In case of Motor Cycle, the purchaser shall take comprehensive Insurance Policy of Motor Cycle in the joint name of CSD and the Purchaser and keep it insured against loss and damage with an approved Insurance Company, the premium being paid by the purchaser and beneficiary being CSD against all the loss in any way or from whatever and forward a photocopy of insurance certificate duly certified by a Unit / Estb, to CSD within one month after delivery of item applied.
9. The Purchaser shall not permit the Motor Cycle to be destroyed, damaged or deteriorated in a greater degree than it would deteriorate responsible fare wear thereof and further that in the event of any damage or accident happening to the vehicle the purchaser shall forthwith have the same repaired and made good.





To : Manager,  
\_\_\_\_\_  
\_\_\_\_\_

Subject : Remittance of Instalment from Account No.  
HP Case No. \_\_\_\_\_ Name of Item \_\_\_\_\_  
CSD Hire Purchase Scheme

Dear Sir,

1. Please remit Rs. \_\_\_\_\_ Per month by Bank Draft/Pay-in-Slip in the name of "CSD Hire Purchase Account No. 11966-42 and drawn in favour of Habib Bank Ltd. Kashmir Road, Branch, Rawalpindi Cantt". So as to reach the Director Hire Purchase Scheme, CSD Post Box No. 1039, Rawalpindi by 5th of each month and debit regularly from my account as an instalment for the mentioned item, bought on Hire Purchase Scheme from CSD. This should continue for \_\_\_\_\_ months, till all the instalments are fully paid to CSD. After the instalments are fully paid kindly issue a bank statement to CSD showing Bank Draft/Pay-in-Slip Number Date and Amount of each instalment which were sent to CSD.

2. Please note that all remittances will be made in the name of CSD Hire Purchase Account No. 11966-42 and drawn in favour of Habib Bank Ltd, Kashmir Road, Branch, Rawalpindi Cantt. Also my particulars i.e. No, Rank, Name & Unit are written on reverse of the Draft /PO. I will also convey my customer No in due course for endorsement.

Yours faithfully,

Signature of applicant : \_\_\_\_\_  
No : \_\_\_\_\_ Rank: \_\_\_\_\_  
Name: \_\_\_\_\_  
Unit: \_\_\_\_\_ Phone No: \_\_\_\_\_

Copy to:  
The Director Hire Purchase Division,  
Head Office, CSD  
Post Box No. 1039,  
Rawalpindi

**RECEIPT BY THE BANK MANAGER**

IT IS CERTIFIED THAT THE RECOVERY OF Rs. \_\_\_\_\_ PER MONTH IN RESPECT OF ABOVE NAMED INDIVIDUAL HAS BEEN NOTED FOR REMITTANCE OF MONTHLY INSTALMENTS OF CSD HIRE PURCHASE DIVISION ACCOUNT NO. 11966-42 FAVOURING HABIB BANK LTD, KASHMIR ROAD, BRANCH RAWALPINDI, CANTT.

Bank Stamp

Signature of Bank Manager \_\_\_\_\_

Dated: \_\_\_\_\_