

CIRCULAR

NO.AN/V/7071/PC ADV/17-18

DATED: 04/05/2017

TO

1. ALL IDAS/SAOs/AOS/AD(OL)/PS in M.O.
1. ALL SECTIONS IN MAIN OFFICE
2. ALL SUB-OFFICES UNDER CDA CHENNAI

SUB: GRANT OF ADVANCE FOR PURCHASE OF PERSONAL COMPUTER
ADVANCE FOR THE YEAR 2017-18.

The officers/staff serving in your Office/Section who are desirous of availing the above advance during the financial year 2017-18, subject to availability of funds, may be advised to submit their application in the prescribed format, available in the website of CDA Chennai, along with the particulars immediately to Main Office. This circular shall be given a wider publicity among the staff members

Eligibility :-

- (i) All Government employees are eligible for availing Personal Computer (PC) advance of Rs.50,000/- or actual price of the PC, whichever is lower.

Conditions:-

- (ii) It is mandatory to attach proforma invoice from the reputed firms/dealer.
- (iii) Application in prescribed format should be attached duly indicating the date of birth/ appointment/ superannuation and basic pay. The specifications of the PC proposed to purchase and the name of the dealer from where the purchase is intended should also be mentioned. The pay slips along with details regarding net pay drawn after table recovery, for the last 3 months should be incorporated in the application.

Contd.....2

2) It is pertinent to mention here that only limited funds are available under the relevant head and the sanction of advance may vary, depending upon the availability of funds and number of applications received. The applications which would not be considered but will be waitlisted and considered on seniority basis after additional allotment of funds, if any received, from HQrs. Office during the current financial year. It should be impressed upon the applicant that request for purchase of personal computer other than that for which advance was sought for will not be normally entertained on the plea that the advance sanctioned is less than which has been claimed. Requests for extension of time limit and withdrawal of application is strictly not allowed.

3) Applications should be routed through concerned L.A.O in respect of staff serving in the Office of AAO BSO. The Officer Incharge of the Office where the applicant is serving should offer his/her specific recommendations based on the applications in each case.

4) It may be impressed upon all applicants that applications depicting incorrect/false details are liable for disciplinary action.

sd/
(Vishnu Priya V.)
Sr. AO(AN)

Copy to:

✓ EDP Centre : for information with a request to upload the circular in the Web site of CDA Chennai.
(Local)

Vishnu Priya V.
(Vishnu Priya V.)
Sr. AO(AN)

APPLICATION FORM FOR AN ADVANCE FOR THE PC ADVANCE

- 1 Name of the applicant
- 2 Applicants Designation & Account No.
- 3 District and station
- 4 Basic pay & Grade pay
- 5 Anticipated price of Personal computer
- 6 Amount of advance required
- 7 Date of birth
- 8 Date of appointment
3. Residential Address
- 4 Whether regular bus service exists from the place of residence or near to the place of duty and if so, frequency
Distance from residence to place of duty
6. **The details regarding gross salary/take home pay for the last 6 months including society dues, canteen dues. The net pay drawn during the last 6 months.**
- 7 Date of superannuation or retirement or date of expiry of contract in case of a contract officer
- 8 Number of installments in which the advance is desired to be repaid
- 9 Whether advance for similar purpose was obtained previously and if so:
 - (i) date of drawl of the advance
 - (ii) the amount of advance and/or interest thereon still outstanding, if any
- 12 Whether the intention is to purchase
 - (a) a new or; an Personal computer

Not applicable

(To be attached separately with the application duly attested by the H.O.O).

(b) if the intention is to purchase Personal Computer from a person having official dealings with the Govt servant, whether previous sanction of the competent authority has been obtained as required under Rule 18(3) of the Central Civil Services (Conduct) Rules 1964

13 Whether the officer is on leave

a) the date of commencement of leave

b) the date of expiry of leave

14 Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Personal Computer within one month from the date of drawl of the advance?

15 (a) Certified that the information given is complete and true.

(b) Certified that I have not taken delivery of the PC on account of which apply for the advance that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawl of the advance and that I shall insure it from the date of taking delivery.

Date:

Signature of the applicant

It is certified that:-

- i) The information furnished by the individual is correct.
- ii) If the Government servant possess the Personal Computer in question for the performance of his official duties will be useful to the public service.
- iii) The Government servant has the capacity to repay the advance.

Signature of the OFFICER IN CHARGE.

Certified that :-

- a) The advance is not drawn by me for conveyance which already been purchased and paid for.
- b) I have not drawn an advance for the purchase of PC before and
- c) I am not under orders of transfer/proceeding abroad on temporary duty, course of instruction or leave.

Station:

Dated:

Signature of the applicant with
Designation.

CERTIFICATE FROM THE INDIVIDUAL

I certify that I am prepared to meet the difference between the amount sanctioned and the actual cost of the vehicles from out of my personal savings.

I also certify that I have no official dealings with the dealer directly and that the dealer is not related to me.

Place:

Date:

Signature of the applicant.

Voucher No _____

I.A.F.A. - 115 (Small)

Contingent Bill

Amount of Allotment _____ Rs. _____

Amount expended and for which bills have been admitted for payment _____ Rs. _____

Balance of allotment excluding the amount of this bill _____ Rs. _____

Expenditure on account of _____ incurred by _____ during **2017-18**

(i) Authority:

(ii) Monthly account in which last charge on this account was preferred.

S. No.	Date	Details of expenditure	Number of Quantity	Rates		Per	Amount	
				Rs.	Ps.		Rs.	Ps.
1								
		Total Deduct Advance received on _____ (date) from _____						

Net amount due (in words)

(a) Certified that the above charges have been necessarily incurred in the interest of the State and that the rates charged are the lowest obtainable and that all receipts for sums of Rs.25 and under except as regards payment made in the M.E.S. to contractors on running accounts have been so defaced or mutilated that they cannot be used again and that I have personally checked that progressive total in the bill with that in the contingent registers and found it to agree.

(b) Certified that the telegrams was sent on State Service and that cash payment was unavoidable.

(c) Certified that payment of subsistence allowance was in the interest of service and that the rejected recruits for whom the allowance has been claimed were rejected either medically or by enrolling officers.

Note: "Under Rs _____ should be written across the bill in red ink in a prominent place near to and above the total amount of the bill.

The amount should be the next Multiple of ten rupee exceeding the amount of the bill.

Counter Signed**Received Payment**Station _____
Date _____**GOADM**Name _____
Desg. & A/c No. _____

