



रक्षा लेखा नियंत्रक कार्यालय, चन्नई  
Controller of Defence Accounts, Chennai  
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## CIRCULAR

No.: AN/V/7071/PC ADV/21-22

Dated: 18-01-2022

To,

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

Subject: GRANT OF ADVANCE FOR PURCHASE OF PERSONAL  
COMPUTER ADVANCE FOR THE YEAR 2021-22

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The officers/staff serving in your Office/Section who are desirous of availing the above advance during the financial year 2021-22, may be advised to submit their application in the prescribed format, available in CGDA website, along with the following documents immediately to Main Office. This circular shall be given a wider publicity among the staff members by the respective sub offices/Sections. The last date of receipt of applications is 27-01-2022.

(V) Eligibility :-

- (v) All Government employees are eligible for availing Personal Computer (PC) advance of Rs.50,000/- or actual price of the PC, whichever is lower.
- (vi) A second and subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance. May be allowed maximum five times in entire service.

(VI) Conditions:-

- (i) It is mandatory to attach proforma invoice from the reputed firms/dealer.
- (iv) 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.


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2) Requests for extension of time limit and withdrawal of application is strictly not allowed.

3) Applications should be routed through concerned L.A.O./AO GE in respect of staff serving in the Office of AAO BSO. The Officer In charge 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. The applications complete in all respects should reach AN V section of CDA Chennai through proper channel.

CDA has seen.

  
(J J Samuel)  
Accounts Officer (AN)

Copy to:

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

  
Accounts Officer (AN)