

IMPORTANT CIRCULAR



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009

TELE: 040-27843385

FAX:040-27817275

No.AN/II/2014/PCA/2015

Dated: 06.07.2015

To
The CDA IT&SDC Secunderabad
The Officer i/c
PAO(Ors) EME/PAO(Ors)AOC
All subordinate offices (As per standard list)
All Sections Main Office

Sub:- Applications for advance for purchase of Personal Computer -Regarding.

Names of Officers/staff who are desirous of purchasing Personal Computer and whose pay in the pay band is Rs 8560/- and above, and eligible for drawing PC advance, along with the application (Copy of prescribed application form enclosed), may please be forwarded to this Office for further necessary action. The individuals who intend to draw the above advance may be advised to take note of provisions of rule 21(5) of Compendium of Rules on Advances of GFR. 2005.

Officers/Staff who have applied earlier and not sanctioned Personal Computer advance should apply afresh.

Contents of the Circular may be circulated to all the Officers and Staff Members. The completed applications from the Officers/Staff for the PC Advance may be forwarded to this office on or before **31.07.2015**.

Nil Reports are also required.

(B BALA JAWAHAR)
ACDA(AN)

APPLICATION FORM FOR ADVANCE FOR PURCHASE OF PERSONAL COMPUTER

1	Name of the applicant	
2	Applicant's designation, A/c No.	
3	District and station	
4	Basic Pay (I) substantive Pay (II) Officiating Pay or pay drawn in Ty-post	
5	Anticipated price of Personal Computer	
6	Amount of advance required	
7	Date of Birth	
8	Date of appointment	
9	Date of Superannuation	
10	No. of installments in which the advance is desired to be repaid	
11	Whether advance for similar purpose was obtained previously & if so a) Date of drawal of the advance b) The amount of advance & interest thereon still outstanding if any	
12	Whether the intention is to purchase a) a new or an old Personal Computer b) If the intention is to purchase PC through a person other than a regular or reputed dealer or agent, whether previous sanction of the Competent Authority has been obtained as required under rule 15 (2) of the CCS (Conduct) Rule 55.	
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 drawal of the advance	
15	a) Certified that the information given is complete and true. b) Certified that I have not taken delivery of the personal Computer on account of which I apply for the advance that I shall complete negotiations for the purchase of Pay finally and take possession of the Personal Computer before the expiry of one month from the date of drawal of the advance and that I shall insure it from the date of taking delivery.	

Date:

(Applicant's Signature)