

IMPORTANT CIRCULAR



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

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No.AN/II/2011/SCA/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:- Advance for conveyance – Motor Cycle/scooter/Moped – Regarding.

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Names of Officers/staff who are desirous of purchasing of Scooter/Motor Cycle/Moped and whose pay in the pay band is Rs 8560/- and above, and eligible for drawing Motor Cycle / Scooter Moped, , in the enclosed proforma, 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 17 of compendium of Rules on Advances of GFR, 2005.

Officers/Staff who have applied earlier and not sanctioned advance should apply afresh. Only those who are entitled as per their pay in the pay band and those who are in a position to utilize the advance immediately for the purpose for which it was drawn can apply. It is noticed in the previous years that certain applicants have applied for cancellation after sanction due to shortage of funds to meet the cost of the vehicle. In view of the above, it is emphasized that applicants must make preliminary enquiries from the dealers and enclose the quotations furnishing the cost of the vehicle along with a certificate from the dealer that they will be in a position to deliver the vehicle immediately.

Contents of the circular may be circulated to all the officers and staff members. The completed applications from the Officers/Staff who intend to draw the advance may be forwarded to this Office on or before **31.07.2015.**

IMPORTANT: Under no circumstances withdrawal of applications by the applicants is permitted.

Nil Reports are also required.

(B BALA JAWAHAR)
ACDA(AN)

**APPLICATION FORM FOR ADVANCE FOR PURCHASE OF
MOTORCYCLE/SCOOTER/MOPED**

1. Name of the applicant :
2. Applicant's designation & A/c. No. :
3. District and Station :
4. Basic Pay :
5. Anticipated price of Motorcycle/Scooter/Moped :
6. Amount of advance required :
7. (a) Date of birth :
(b) Date of apptt. :
(c) Date of superannuation /retirement/Date of expiry of Contract in case of contract officer :
8. No. of instalments in which the advance is desired to be repaid :
9. Whether advance for similar purpose was obtained Previously and if so:
 - (i) Date of drawal of the advance :
 - (ii) The amount of advance and/or interest thereon still outstanding, if any
10. Whether the intention is to purchase :
 - (a) A new or old Motorcycle/Scooter
 - (b) If the intention is to purchase motorcycle/Scooter from A person having official dealings with government servant, whether previous sanction of competent authority has been obtained as required under Rule 18(3) of the central civil services conduct rules, 1964.
11. Whether the officer is on leave or is about to proceed on leave :
 - (a) The date of commencement of leave
 - (b) The date of expiry of leave
- (12) Are any negotiations or preliminary enquiries being made so that delivery Maybe taken of the motorcycle/scooter/moped within one month from the date of drawal of the advance :

- (13) (a) Certified that the information given is complete and true.
- (b) Certified that I have not taken delivery of the motorcycle/scooter on account of Which apply for the advance, that I shall complete negotiations for the Purchase of motorcycle /scooter, pay finally and take possession of the same before the Expiry of one month from the date of drawal of the advance, that I shall insure it from the date of taking delivery of it.

Date:

Signature of the applicant

Certified that

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

Date:

Station:

Signature of the applicant

CERTIFICATE FROM THE INDIVIDUAL

I certify that I am prepared to meet the difference between the amount sanctioned and the actual cost of the Vehicle from 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.

Date:

Station:

Signature of the applicant

Note: Incomplete application will not be considered.

PRO - FORM A

Name, Grade & A/C. (Shri	Office Where Serving	Basic Pay in the pay band	Date of Birth	Advance entitled	Advance applied	On what occasion (I or II occasion)	Re-marks