

EDP

IMPORTANT CIRCULAR



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

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No. AN/II/2021/PCA/2021-22

Dated: 25.10.2021

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

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

Officers/staff who are desirous of purchasing Computer may please submit their applications in the prescribed pro-forma enclosed herewith. 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.

In terms of provisions of Rule 21(5) Personal Computer Advance of Rs.50,000/- or actual price of PC whichever is lower can be granted to all government employees.

The Government servants, who have already drawn an advance for purchase of a personal computer and a period of 3 (three) years has not elapsed from the date of drawal of the earlier advance, shall not be eligible for the grant of second or subsequent advance for the purchase of a personal computer.

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 should reach this Section on or before **25.11.2021**.

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(K.SANGEETA)
JT.CDA (AN)

Copy To:
EDP Section - For uploading on website

M. V. Subrahmanyam
Sr. ACCOUNTS OFFICER (AN)