

IMPORTANT CIRCULAR



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

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No.AN/II/2014/PCA/2018-19

Dated: 11.05.2018

To
The CDA IT&SDC Secunderabad
The Addl CDA i/c PAO(Ors) EME
The ACDA 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 proforma 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 ₹ 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 **11.06.2018**.


(SIVA SANKAR BANDI)
DCDA(AN)

Copy To:
EDP Section - For uploading on website

Sd/-
Sr. ACCOUNTS OFFICER (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)