

CIRCULAR

No.AN/II/1225/PC/17-18

Office of the CDA,

Ridge Road, Jabalpur

Dated: 08/05/2017

To,

All sections in M.O.

All sub offices

Subject: Submission of application for grant of personal computer advance for the year 2017 - 2018 : DAD Estt.

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To enable this office to sanction personal computer advance to the entitled officers/staff serving in your office /sections desirous of availing the facility of personal computer advance during the financial year 2017-2018 may apply in the attached proforma. The application of the officers/staff in the prescribed form duly countersigned by the Officer-in-charge should be furnished so as to reach Main Office by 19/05/2017. Applications received after the prescribed date will not be entertained.

2. The Officers/staff who have already applied for Personal Computer advance during the previous financial year 2016-2017 but could not be sanctioned due to mere paucity of funds are also advised to apply afresh along-with quotation of the Personal Computer.

3. While forwarding the application for advance of Personal Computer the following points may please be kept in view:

- a) All Govt.employees are eligible for grant of Personal Computer Advance.
- b) The Computer advance will be allowed maximum five times in the entire service.
- c) The names of officers/individuals against whom similar type of advance is outstanding need not apply.
- d) Applications with incomplete/incorrect information will not be entertained.
- e) Undertaking of the individual is required duly mentioning that he/she has withdrawn PC advance for how many times.
- f) The officers /staff to whom the advance of computer are sanctioned have to purchase Computer within One Month from the date of drawal of advance and will have to produce proof of purchase by submitting CTC copy of Cash Receipt along with the Mortgage Bond for personal Computer , failing which action will be taken to effect lump sum recovery of advance along-with penal rate of interest.


- g) Genuine request for extension of time for production of documents should be submitted within three weeks from the date of drawal of advance.
- h) It is better to draw the advance only after ensuring that Personal Computer of choice is readily available/will be available within the time limit to avoid inconvenience at all levels.
- i) UPS / speakers / printer / web camera etc. are not covered under the computer advance.
- j) Contingent bill duly countersigned by Officer-in-charge should be submitted to AN/PAY-I section of Main Office, CDA Jabalpur on receipt of sanction.
4. Those individuals in respect of whom advance was cancelled either on their own request or otherwise after the advance was sanctioned to them during the previous /present financial year need not apply.
5. Only the category of Personal Computer as mentioned in the application should be purchased by the applicant on receipt of amount of advance.
6. Request for purchase of second hand Personal Computer either before or after the advance has been sanctioned will not be entertained.
7. Please acknowledge receipt.


" GO (AN) has approved."

The Officer in-Charge

O.A.Cell

For uploading in Sugam  
& CDA Jabalpur website

  
Sr.Accounts Officer (AN)

  
Sr.Accounts Officer (AN)

## FORM-IV

APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

1.	NAME OF APPLICANT	
2.	APPLICANT'S DESIG,A/c No.	
3.	DISTRICT & STATION	
4.	BP/PAY IN PAY BAND	
5.	ANTICIPATED PRICE OF PERSONAL COMPUTER	
6.	AMOUNT OF ADVANCE REQUIRED	
7.(a)	DATE OF APPOINTMENT	
7.(b)	DATE OF SUPERANNUATION OR RETIREMENT OR DATE OF EXPIRY OF CONTRACT IN CASE OF A CONTRACT OFFICER	
8.	NUMBER 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 ADVANCE	
(II)	THE AMOUNT OF ADVANCE AND /OR INTEREST THERE ON STILL OUTSTANDING,IF ANY	
10.	WHETHER THE INTENTION IS TO PURCHASE	
a.	A NEW OR OLD PERSONAL COMPUTER	
b.	IF THE INTENTION IS TO PURCHASE PERSONAL COMPUTER FROM A PERSON HAVING OFFICIAL DEALINGS GOVERNMENT SERVANT,WHETHER PREVIOUS SANCTION OF THE COMPETENT AUTHORITY HAS BEEN OBTAINED AS REQUIRED UNDER RULE 18(3) OF THE CENTRAL CIVIL SERVICE (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 MAY BE TAKEN OF THE PERSONAL COMPUTER WITHIN ONE MONTH FROM THE DATE OF DRAWAL OF ADVANCE?	
13.(a)	CERTIFIED THAT THE INFORMATION GIVEN ABOVE 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 THE FINALLY AND TAKE POSSESSION OF THE SAME BEFORE THE EXPIRY OF THE MONTH FROM THE DATE OF DRAWAL OF THE ADVANCE.	

STATION:

DATE :

COUNTER SIGNATURE

APPLICANT,S SIGNATURE  
NAME  
GRADE & A/C No.