

कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.) खातीपुरा रोड, जयपुर-12  
Office of the Principal Controller of Defence Accounts (SWC), Khatipura Road, Jaipur-12  
Fax No. 0141-2388463 Phone No. 0141-.2388450, 2388458

Circular

No. AN/I/153

Date: 10.05.2018

To

All Sections in MO  
All Sub offices

Sub: Advance for purchase of Personal Computer

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All officials who are eligible as per criteria laid down below for taking advance for purchase of Personal Computer, may submit their applications for advance along with quotation in enclosed format before 31.05.2018 . No application will be considered after the closing date. As per Min. of Fin, Deptt. of Expend. OM No. 12 (1)/E. II (A)/2016 dated 07.10.2016 conditions for grant of Computer Advance are :

Advance	Quantum	Eligibility Criteria
Personal Computer Advance	Rs. 50,000 or actual price of PC, whichever is lower	All government employees

*The Computer advance will be allowed maximum five times in the entire service.*

  
(Sonal Mehlawat)  
DCDA (AN)

## FORM VI

### Application form for an advance for the purchase of Personal Computer

1. Name of Applicant
2. Applicant's designation
3. District and Station
4. Basic Pay
5. Anticipated price of Personal Computer
6. Amount of advance required
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer
8. Number of installments 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 an old Personal Computer
  - (b) if the intention is to purchase Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the 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 may be taken of the Personal Computer within one month from the date of drawal of the advance?
13. (a) 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 same before the expiry of one month from the date of drawal of the advance

Date

*Applicant's signature*