



रक्षा लेखा नियंत्रक कार्यालय, चेन्नई  
Controller of Defence Accounts, Chennai

६१८, अन्ना सालै, तेनामपेट, चेन्नई - ६०० ०१८  
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## CIRCULAR

No.: AN/V/7071/PC ADV/19-20

Dated: 28 -08-2019

To,

1. ALL IDAS/SAOs/AOS/AD(OL)/PS in M.O.
2. ALL SECTIONS IN MAIN OFFICE
3. ALL SUB-OFFICES UNDER CDA CHENNAI

Subject: GRANT OF ADVANCE FOR PURCHASE OF PERSONAL  
COMPUTER ADVANCE FOR THE YEAR 2019-20

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The officers/staff serving in your Office/Section who are desirous of availing the above advance during the financial year 2019-20, may be advised to submit their application in the prescribed format, available in the website of CDA Chennai, along with the following documents immediately to Main Office. This circular shall be given a wider publicity among the staff members by the respective sub offices/Sections. The last date of receipt of applications is ~~13-08-2019~~ 20.7.2019.

(I) Eligibility :-

- (i) All Government employees are eligible for availing Personal Computer (PC) advance of Rs.50,000/- or actual price of the PC, whichever is lower.
- (ii) A second and subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance. May be allowed maximum five times in entire service.

(II) Conditions:-

- (i) It is mandatory to attach proforma invoice from the reputed firms/dealer.
- (ii) Application in prescribed format should be attached duly indicating the date of birth/ appointment/superannuation and basic pay. The specifications of the PC proposed to purchase and the name of the dealer from where the purchase is intended should also be mentioned. The pay slips along with details regarding net pay drawn after table recovery, for the last 3 months should be incorporated in the application.

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2) Requests for extension of time limit and withdrawal of application is strictly not allowed.

3) Applications should be routed through concerned L.A.O./AO GE in respect of staff serving in the Office of AAO BSO. The Officer Incharge of the Office where the applicant is serving should offer his/her specific recommendations based on the applications in each case.

4) It may be impressed upon all applicants that applications depicting incorrect/false details are liable for disciplinary action. The applications complete in all respects should reach AN V section of CDA Chennai through proper channel.

- sdi -  
(R Narayana Prasad)  
Sr. Accounts Officer (AN)

Copy to:

EDP Centre : for information with a request to upload the circular in  
(Local) the Web site of CDA Chennai.

  
Sr. Accounts Officer (AN)

आर. नारायण प्रसाद / R. NARAYANA PRASAD  
वरि. लेखा अधिकारी / Sr Accounts Officer  
रक्षा लेखा नियंत्रक कार्यालय / Office of the CDA  
618, अन्ना सालार / 618 Anna Salai  
तेनामपेट, चेन्नई-18 / Teynampet, Chennai-600 018.

FORM GFR 27

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR  
CYCLE/SCOOTER/PC ADVANCE**

- 1 Name of the applicant
- 2 Applicants Designation & Account No.
- 3 District and station
- 4 Basic pay & Grade pay
- 5 Anticipated price of Motor Car/Motor cycle/Personal computer
- 6 Amount of advance required
- 7 Date of birth
- 8 Date of appointment
3. Residential Address
  
- 4 Whether regular bus service exists from the place of residence or near to the place of duty and if so, frequency
- 5 Distance from residence to place of duty
6. **The details regarding gross salary/take home pay for the last 6 months including society dues, canteen dues. The net pay drawn during the last 6 months.**
- 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 drawl of the advance
  - (ii) the amount of advance and/ or interest thereon still outstanding, if any
  
- 12 Whether the intention is to purchase
  - (a) a new or; an old Motor car/motor cycle/Personal computer
  - (b) if the intention is to purchase Motor Car/Motor Cycle/Personal

**(To be attached separately with the application duly attested by the H.O.O).**

Computer from a person having official dealings with the Govt 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

- 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 Motor Car/Motor Cycle/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 Motor Cycle on account of which 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 and that I shall insure it from the date of taking delivery.

Date:

**Signature of the applicant**

It is certified that:-

- i) The information furnished by the individual is correct.
- ii) If the Government servant possess the conveyance in question for the performance of his official duties will be useful to the public service.
- iii) The Government servant has the capacity to repay the advance.

**Signature of the Head of Office**

Certified that :-

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

Station:

Dated:

Signature of the applicant with  
Designation.

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**CERTIFICATE FROM THE INDIVIDUAL**

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

Place:

Date:

Signature of the applicant.

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**CONSENT NOTE FOR PURCHASE OF SECOND HAND VEHICLE ONLY**

I \_\_\_\_\_ hereby express my consent for selling my scooter/Motor cycle described below to Shri \_\_\_\_\_ serving in \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

- 1. Registration No.
- 2. Make
- 3. Model
- 4. Chasis No.
- 5. Engine No.

I am willing to transfer the vehicle to the above person immediately on receipt of the said amount.

Place:

Date:

Signature of the seller:

Address: