



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007
NO. 107, LOWER AGRAM ROAD, BANGALORE – 560 007
फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. – 29710132

No.AN/II/1832/PC

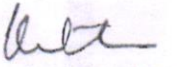
Dated: 15/05/2023

To
All the sections in Main Office
All the Sub Offices under PCDA Bangalore

Subject : Grant of Computer Advance 2023-24.

It is proposed to prepare a fresh panel of applications for Computer Advance for the year 2023-24. All officers/staff who are desirous of applying may be advised to submit their application in the prescribed proforma as per Annexure I along with Invoice/Estimates from an authorized dealer(with proper GST no.)

1. Incomplete applications received will not be entertained.
2. Individuals who fulfil the conditions of Rule 17(ii) and Rule 21(5) of GFR Pt-II only have to apply for computer advance.
3. The advance for purchase of computer is subject to availability of funds.
4. The content of the circular may please be brought to the notice of all staff members.
5. Applications may be forwarded to this Office/Section on or before 31/05/2023.
6. Applications only in respect of eligible persons may be forwarded to this office duly recommended by the head of the office.


(V Kavitha)
Sr.Accounts Officer (AN)

APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE PERSONAL COMPUTER

1. Name of Applicant:
2. Applicant's Designation & Account Number:
3. Office, 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 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 Govt. servant, whether previous sanction of competent authority has been obtained as required under rule 18(3) of 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 of Personal Computer may be taken within one month from the date of drawal of the 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 am applying for the advance, that I shall complete negotiation 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

Recommended/Not Recommended
Officer in charge

P .S. Additional Information:-

- i) Whether permanent or temporary
- ii) If temporary, whether surety bond from permanent Govt. Servant of equivalent or higher cadre has been enclosed: Yes/No