

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) TAMILNADU**  
**CHENNAI 18**

No. AG(A&E) / ESTT.III/I / 2019-20 / PCA / 30

Dated: 04/09/2019

5

**CIRCULAR**

The Government Servants who are willing to apply for sanction of Personal Computer Advance for purchase of Personal Computer / Laptop may obtain application forms from ESTABLISHMENT - 3 Section and apply on or before 13/09/2019. (In the case of Temporary Government Servants, Surety from two Permanent Government Servants to be obtained). Applications received after the due date will not be entertained.

A maximum amount of Rs. 50,000/- (ie. First / second / subsequent occasions / maximum five times in the entire services) will be paid as Personal Computer Advance subject to other conditions / allotment of funds made available by Headquarters. (2<sup>nd</sup> or subsequent advance is not admissible before completion of earlier dues if any or the expiry of three years from the date of drawal of the earlier advance).

738  
Senior Accounts Officer (Claims)

To

**Notice Boards**

1. Main Office
2. Canteen
3. PWC II
4. RTI

4/9/19

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), TAMILNADU, CHENNAI 600 0018**  
**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF PERSONAL**  
**COMPUTER**

[FORM VI Compendium of Rules (See GID(I) below Rule 21)]

Sl.No.	I.D. No.	T	N	E											
1	Name of the Applicant (Sri./Smt./Kum.)														
2	Designation & Section														
3	District & Station														
4	BASIC PAY (Pl. Note basic pay only)	₹													
5	Anticipated price of Personal Computer	₹													
6	Amount of advance required ( <b>Pl. Specify</b> )	₹													
7	Date of superannuation or retirement														
8	No. of instalments in which the advance is desired to be repaid ( <b>Pl. Specify</b> )														
9	Whether advance for similar purpose was obtained previously and if so - ( <b>Mandatory</b> ) (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 Personal Computer (b) if the intention is to purchase Personal Computer from a person having official dealings with the Government Servant														
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 the information given above is complete and true. (b) Certified that I have not taken delivery of the Personal Computer on account which I apply for the Advance, that I shall complete negotiations for the purchase of said item 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