

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),  
CHENNAI  
"LEKHA PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET,  
CHENNAI-600018.**

No.PDA(C)/Claims-II/Unit-I/21-01(I)2023-24/02

dated: 11.04.2023

**CIRCULAR-01**

Sub: Advance for purchase of Personal Computer for the year 2023-24  
-Application called for

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Applications are called for from the officials of this office for purchase of personal Computer including iPad during the year 2023-24.

Following conditions would decide the eligibility for the advance:

- 1.The amount of advance admissible for purchase of Personal Computer will be Rs.50,000/- or the actual price of the Personal Computer (any duty, if any.) whichever is less.
- 2.The Computer advance will be allowed for maximum of five times in the entire service. The second or subsequent advance for the purchase of Personal Computer is admissible after completion of earlier dues or after expiry of 3 years from the date of drawal of earlier advance.
- 3.The applicants should ensure that they complete negotiations with the seller for the purchase of Computer and enclose proforma invoice (for new Computer) from the dealer.
- 4.The amount sanctioned shall be recovered in not exceeding 150 instalments for Personal Computer Advance.

**Hard copy of the application alongwith proforma invoice** may be submitted to Claims section on or before **13/04/2023**. Applications received after the due date and incomplete applications will not be considered. Sanction of the advance is subject to allotment of funds by the Headquarters.

(Vide orders of Dir./Admn dt.11/04/2023)

  
11/4/2023  
**Senior Audit Officer/Claims**

To

Notice Board,

Hindi Section-for translation

EDP Section- for uploading on the official website & for sending sms/Email to all the officials. Sms message- Last date for applying for PCA for the year 2023-24 is 13.04.2023.

For further details please refer to your official mail ID

APPLICATION FOR ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

1. Name of Applicant : .....
  
- ID No. : TNCHV.....
  
2. Designation & Section : .....
  
3. Residential Address : .....
  
4. Date Of Appointment : .....
  
5. Basic Pay : .....
  
6. Anticipated price of PC : .....
  
7. Amount of advance required : .....
  
8. Date of Superannuation/  
Retirement. : .....
  
9. Number of instalments in which the  
advance desired to be repaid : .....
- (Not exceeding 150)
  
10. Whether advance for similar purpose : .....
- was obtained previously and if so -
  
- (a) Date of drawal of advance : .....
- (b) Amount of advance and/for : .....
- interest thereon still outstanding,
- if any
  
11. Whether the intention is to : .....
- purchase -
- (a) a new or an old PC. : .....
- (b) If the intention is to purchase the : .....
- P.C. through a person other than a

regular or reputed dealer or agent, whether previous sanction of the competent authority has been obtained as required under Rule 18(3) of the Central Civil Service (Conduct) Rules, 1964.

12. 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 : .....

13. Are any negotiations or preliminary : .....
- enquiries being made so that delivery may be taken of the PC within one month from the date of drawl of advance?

14. (a) Certified that the information given : .....
- above is complete and true.

(b) Certified that I have not taken delivery: .....  
of Personal Computer on account of which I apply for the advance, that I shall complete negotiation for the purchase and pay finally and take possession of the same before the expiry of one month from date of drawl of the advance.

Date: .....

Signature of Applicant .....