

प्रधान महालेखाकार (ले.प.॥) का कार्यालय, केरला, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT II), KERALA,  
THIRUVANANTHAPURAM**

सं. प्र.म.ले./ ले.प. ॥/रोकड़/2023-24/  
No.PAG/Audit II/Cash/2023-24/

दिनांक/Date: 11.04.2023

**परिपत्र सं. / CIRCULAR No. 01**

**विषय :** मकान निर्माण अग्रिम एवं व्यक्तिगत कंप्यूटर अग्रिम 2023-24 हेतु आवेदन ।

**Sub:** Application for House Building Advance and Personal Computer Advance 2023-24

मुख्यालय अनुदेश के अनुसार, इस कार्यालय के पदाधिकारी जो वर्ष 2023-24 के दौरान भारत सरकार द्वारा संस्वीकृत निधि से मकान निर्माण अग्रिम एवं व्यक्तिगत कंप्यूटर अग्रिम का लाभ उठाने के इच्छुक हैं, वे अपना आवेदन पत्र का. स्था.(रोकड़)/ लेखापरीक्षा ॥ अनुभाग को निर्धारित प्रारूप में प्रस्तुत करें। अग्रिम का अनुदान सा.वि.नि. के प्रावधानों के अलावा अग्रिम का अनुदान निम्नलिखित शर्तों के अधीन होगा।

As per Headquarters instructions, officials of this office who are desirous of availing **House Building Advance and Personal Computer Advance during 2023-24** from the fund to be sanctioned by the Government of India may submit signed and scanned copy of their application in the prescribed form (attached) to OE (Cash)/Audit II section by email ([cashersa.ker.au@cag.gov.in](mailto:cashersa.ker.au@cag.gov.in)) **or directly to Cash Section.** The grant of advance will be subject to the provisions in the G.F.Rs.

आवेदन पत्रों की प्राप्ति के आधार पर, कुल आवश्यक निधि का मूल्यांकन किया जाएगा तथा निधि के आवंटन हेतु सूचना मुख्यालय कार्यालय को दी जाएगी। मुख्यालय से आवंटन की प्राप्ति पर व्यक्तिगत आधार पर अग्रिम की मंजूरी दी जाएगी।

On the basis of applications received, the total requirements of funds will be assessed and intimated to Head Quarters Office for allotment of funds. Advance will be sanctioned only on receipt of allotment from Head Quarters on individual basis.

आवेदन पत्र प्राप्त होने की अंतिम तिथि 13.04.2023 है।

**The last date of receipt of application is 13.04.2023**

इस तिथि के बाद तथा निर्धारित फॉर्म में प्राप्त ना होने वाले आवेदन पत्रों पर विचार नहीं किया जाएगा।

Applications received thereafter and not in the prescribed form will not be considered.

[प्रधान महालेखाकार (ले.प. ॥) के दि 11.04.2023 के आदेशानुसार।]

[Vide orders dated 11.04.2023 of Principal Accountant General (Audit II) ]

  
11/04/2023

वरिष्ठ लेखापरीक्षा अधिकारी/रोकड़  
Sr. Audit Officer/ OE(Cash)

महालेखाकार (लेखापरीक्षा-II) का कार्यालय केरला, तिरुवनन्तपुरम  
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), KERALA,  
THIRUVANANTHAPURAM

APPLICATION FOR THE ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

1. Name of the applicant :
2. Applicant's designation :
3. Section :
4. Headquarters :
5. Pay :
6. Anticipated price of Personal Computer :
7. Amount of advance required :
8. Date of superannuation or retirement :
9. Number of instalments in which the advance is desired to be repaid :
10. Whether advance for similar purpose was obtained previously and if so-
  - (i) Date of drawal of advance :
  - (ii) The amount of advance and/ or interest there on still outstanding if any. :
11. Whether the intention is to purchase :-
  - (a) A new or old computer
  - (b) If the intention is to purchase computer from a person having official dealing with Govt. servant, 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 employee is on leave or is about to proceed on leave and if so; :

(a) The date of commencement of leave :

(b) The date of expiry of leave :

13. Are any negotiations or preliminary enquires being made to that delivery may be taken on the personal computer within one month from the date of drawal of the advance :

14. (i) Certified that the information given above is complete and true.

(ii) 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 computer, pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Date :

Signature of Applicant

Section :

महालेखाकार (लेखापरीक्षा-II) का कार्यालय केरला, तिरुवनन्तपुरम  
**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), KERALA,**  
**THIRUVANANTHAPURAM**

**APPLICATION FOR THE HOUSE BUILDING ADVANCE**

1. Name of the applicant :
2. Applicant's designation :
3. Section :
4. Headquarters :
5. Pay :
6. Amount of advance required :
7. Date of superannuation or retirement :
8. Whether the advance is needed for :
  - (a) Purchase of Plot/House/Flat
  - (b) Construction of new house
  - (c) Migration

Date :

Signature of Applicant

Section :