

**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)2023-24/25

Dated: 22.08.2023

CIRCULAR-14

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

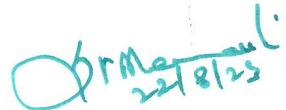
Applications are called for from the officials of this office for purchase of personal Computer including iPad during the year 2023-24.

Following conditions would decide the eligibility for the advance:

- 1.The amount of advance admissible for purchase of Personal Computer/laptop/i-pad 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 expiry of 3 years from the date of drawal of earlier advance. The recovery on account of earlier advance must have been completed.
- 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.

Hard copy of the application alongwith proforma invoice may be submitted to Claims section on or before **31/08/2023**. 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 . 21/08 /2023)


22/8/23
Senior Audit Officer/Claims

To
Notice Board,
Hindi Section-for translation
EDP Section- for uploading on the official website & for sending Email to all the officials.

**प्रधान निदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय,
लेखापरीक्षा भवन, 361, अण्णा सल्लै, तेनामपेट, चेन्नै- 600 018**

सं.प्रनिलेप(के)/दावा-II/यूनिट-II/21-01(I)/2023-24/25

दिनांक. 17.08.2023

परिपत्र सं.- 14

विषय: वर्ष 2023-24 के लिए निजी कंप्यूटर की खरीद के लिए अग्रिम – आवेदन की मांग हेतु।

वर्ष 2023-24 के लिए आईपैड सहित निजी कंप्यूटर की खरीद के लिए इस कार्यालय के पदधारियों से आवेदन मांगे जाते हैं।

अग्रिम के लिए पात्रता के निर्णय में निम्नलिखित शर्तें लागू होंगी :

1) निजी कंप्यूटर/ लैपटॉप/ आई-पैड की खरीद के लिए अग्रिम राशि रु.50,000/- या निजी कंप्यूटर (अन्य लागत, यदि कोई हो तो) की वास्तविक कीमत जो भी कम हो, स्वीकार्य होगी।

2) कंप्यूटर अग्रिम के लिए संपूर्ण सेवा काल में अधिकतम पाँच बार अनुमति दी जाएगी। निजी कंप्यूटर की खरीद के लिए दूसरा या आगामी अग्रिम पहले अग्रिम देय की वसूली पूरी हो जाने पर या पहले अग्रिम के आहरण की तारीख से तीन वर्षों की समाप्ति के बाद होगा। पहले के अग्रिम भुगतान की वसूली पूरी हो जानी चाहिए।

3) आवेदक यह सुनिश्चित करें कि वे कंप्यूटर की खरीद के लिए विक्रेता के साथ मोल भाव पूरा कर लें एवं डीलर से प्रपत्र बीजक (नये कंप्यूटर के लिए) संलग्न करें।

4) निजी कंप्यूटर अग्रिम के लिए संस्वीकृत राशि 150 किशतों से अधिक में वसूली नहीं जाएगी।

प्रपत्र बीजक के साथ आवेदन की हार्ड कॉपी दावा अनुभाग में दिनांक. 31/08/2023 तक या उससे पहले प्रस्तुत की जाए। देय तारीख के बाद प्राप्त आवेदन तथा अपूर्ण आवेदनों पर विचार नहीं किया जाएगा। अग्रिम की मंजूरी मुख्यालय द्वारा आबंटित निधि के अधीन है।

(निदेशक/ प्रशा के दि. 21.08. 2023 के आदेशानुसार)

सि वि मीनक्षी
22/8/23

वरिष्ठ लेखापरीक्षा अधिकारी/ दावा

१२

प्रति:

अंग्रेजी रूपांतरणनुसार

Disclaimer: अंग्रेजी एवं हिंदी संस्करण में किसी भी तरह की विसंगतियाँ होने पर अंग्रेजी संस्करण मान्य होगा।

120C

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 :

14. 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

**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/2023-24/21-02/26

Dated: 22.08.2023

CIRCULAR-15

Applications are called for from the officials of this office for "House Building Advance" for the purchase of ready built House/Flat, and construction of a house or Migration of home loans taken from Banks/other financial Institutions.

1. All permanent Government employees are eligible.
2. Officials with at least 5 years continuous service.
3. The title to the land should be clear.
4. Only one advance shall be, sanctioned to the Government servant during his/her, entire service.
5. In cases where both the spouses are Central Government employees and both are eligible for grant of HBA, the advance will be admissible to both of them jointly/separately.
6. The maximum amount of advance shall be 34 months of basic pay subject to repaying capacity or cost of the house/flat or cost of construction or amount of home loan outstanding taken from Bank/other Financial institutions or Rs. 25 lakhs whichever is least.
7. The repaying capacity shall be calculated at 40% Basic Pay-50% of Basic Pay respectively depending upon balance service of the officers/officials.
8. The rate of interest on House Building Advance shall be at applicable rates at the time of disbursement of loan.
9. The amount of advance shall be disbursed in one lump sum in the case of ready built Flat/House and in two instalments @50% each for construction of a House.
10. The ready built flat/house shall be mortgaged to the Government on behalf of President of India within 3 months from the drawal of advance. Second Charge is permitted to meet balance cost of House/Flat or construction from the recognized financial institution.
11. In the case of Government servants on migration from existing home loans from banks/other financial institutions, employee shall be eligible for grant of HBA on the date he/she obtained loans from banks and other financial institutions, irrespective of whether they applied for HBA before

raising the loan. The HBA utilization certificate should be produced within one month from the date of release of HBA.

12. After purchase of ready built house/flat or completion of construction it should be insured with recognized insurance institutions for not less than the amount of advance against Fire, Flood, Lightning etc.

13. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only.

14. The officers/officials who are desirous of availing the advance shall submit the application form in the prescribed format on or before 31st August 2023 along with other documents as prescribed in annexure. **Only hard copy application with relevant documents to be submitted.**

15. Based on the applications received, the requirement of funds will be called for from Headquarters.

(Vide orders of Dir./Admn dt. 21/08/2023)



Senior Audit Officer /Claims

Copy to:

- 1) Notice Board/RA Units
- 2) All sections - controlling sections may please send information to party members
- 3) Hindi Section for translation
- 4) SAO/EDP for sending Email to all officials and upload on official website

**प्रधान निदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय,
लेखापरीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै- 600 018**

सं.प्रनिलेप(के)/दावा-II/यूनिट-I/2023-24/21-02/25

दि 17.08.2023

परिपत्र सं.- 15

तैयार निर्मित घर/ फ्लैट की खरीद एवं गृह के निर्माण या बैंकों/ अन्य वित्तीय संस्थानों से लिए गए गृह ऋण के अन्तरण के लिए "गृह निर्माण अग्रिम" के लिए इस कार्यालय के पदधारियों से आवेदन की मांग की जाती है।

1. सभी स्थाई सरकारी पदधारी इसके पात्र हैं।
2. जिन पदधारियों की कम से कम पांच वर्ष की निरंतर सेवा रही हो।
3. भूमि का अधिकार पत्र स्पष्ट होना चाहिए।
4. सरकारी पदधारी को उनकी पूरी सेवा काल के दौरान केवल एक ही अग्रिम की मंजूरी दी जाएगी।
5. ऐसे मामलों में जहां पति-पत्नी दोनों केंद्र सरकारी कर्मचारी हैं और दोनों एचबीए के अनुदान के लिए पात्र हैं, तो दोनों को संयुक्त/ पृथक रूप से अग्रिम स्वीकार्य होंगे।
6. अग्रिम की अधिकतम राशि मूल वेतन के 34 महीने के बराबर होगी बशर्ते कि पूर्णभुगतान क्षमता या गृह/ फ्लैट की लागत या निर्माण की लागत या बैंक/ अन्य वित्तीय संस्थानों से लिए गए बकाया गृह ऋण की राशि या रु. 25 लाख जो भी न्यूनतम हो।
7. पूर्णभुगतान क्षमता की गणना क्रमशः 40 %मूल वेतन - मूल वेतन के 50% तक अधिकारी/ कर्मचारियों के शेष सेवाकाल पर निर्भर करता है।
8. गृह निर्माण अग्रिम पर ब्याज की दर ऋण के संवितरण के समय लागू दरों पर होगा।
9. तैयार निर्मित/ फ्लैट/ गृह के मामले में अग्रिम राशि का एक मुश्त संवितरण होगा और गृह निर्माण के लिए दो किशतों में प्रत्येक के लिए @50% रहेगा।
10. तैयार निर्मित/ फ्लैट/ गृह अग्रिम को आहरण से तीन महीने के अंदर राष्ट्रपति की ओर से सरकार को गिरवी रखना होगा। मान्यता प्राप्त वित्तीय संस्थान से गृह/ फ्लैट या निर्माण की शेष लागत पूरा करने पर दूसरे प्रभार की अनुमति दी जाएगी।
11. बैंकों/ अन्य वित्तीय संस्थानों से मौजूदा गृह ऋण से अन्तरण पर सरकारी कर्मचारियों के मामले में, कर्मचारी एचबीए के अनुदान के लिए पात्र होंगे, जिस दिन उन्होंने बैंकों और अन्य वित्तीय संस्थानों से ऋण प्राप्त किया था, भले ही उन्होंने कर्ज लेने से पहले एचबीए के लिए आवेदन किया हो। एचबीए को जारी करने की तारीख से एक महीने के अंदर एचबीए व्यवहार्य प्रमाण-पत्र प्रस्तुत करना है।

12. तैयार गृह/ फ्लैट की खरीद के बाद या निर्माण की समाप्ति पर यह मान्यता प्राप्त बीमा संस्थानों के साथ बीमाकृत होनी चाहिए जो कि आग, बाढ़, बिजली आदि के समक्ष में - अग्रिम राशि से कम न होनी चाहिए।
13. एचबीए की मदद से गृह/ फ्लैट निर्मित/ अर्जित को केवल आवासीय प्रयोजन के लिए प्रयुक्त करना चाहिए।
14. अधिकारी/ पदधारी जो अग्रिम लेने के इच्छुक हैं वे **31 अगस्त 2023** तक या उससे पहले अनुलग्नक में निर्धारित अन्य दस्तावेजों के साथ निर्धारित प्रपत्र में आवेदन प्रस्तुत करें। **सभी संबंधित दस्तावेजों सहित मात्र हार्ड कॉपी आवेदन ही प्रस्तुत किए जाए।**
15. प्राप्त आवेदनों के आधार पर, मुख्यालय से निधि की आवश्यकता की मांग की जाएगी।

(निदेशक/ प्रशा के दि.21.08.2022 के आदेशानुसार)

सि. वि. मीनाक्षी
22/8/23

वरिष्ठ लेखापरीक्षा अधिकारी/ दावा

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प्रति:

अंग्रेजी रूपांतरणनुसार

Disclaimer: अंग्रेजी एवं हिंदी संस्करण में किसी भी तरह की विसंगतियाँ होने पर अंग्रेजी संस्करण मान्य होगा।

DOCUMENTS TO BE ENCLOSED WHILE APPLYING FOR HBA

1. Application in the prescribed form.
2. Building plan & Site plan-Approved by the Corporation/Municipality/Panchayat and signed by a Qualified Engineer (Civil) not below the rank of Assistant Executive Engineer.
3. Abstract of Estimate in Form I-Duly signed and certified by the above Engineer.
4. Detailed estimate in Form II-Duly signed and certified by the above Engineer.
5. Building License/Permit (original)
6. Sale/Gift/Settlement/Partition Deed (original one Xerox copy in English version) duly attested by a Gazetted Officer.
7. Possession Certificate.
8. An upto date Non-encumbrance certificate in respect of land for a period not less than 25 years.
- 9 Declaration regarding house/property if any owned by the applicant/applicant's spouse/minor children. If the land is jointly owned by the official and the official's spouse, a letter from the spouse indicating willingness to mortgage his/her share of the land/property jointly as security for repayment of the advance.
10. Certificate regarding the repayment of the advance (duplicate).
11. Permission from the Head of Department for the construction of the proposed house. (to be obtained from OE(A).
12. Approval of the Town Planning Trust/Development Authority.
13. Title clear certificate from Government pleader. Application in the prescribed form.
14. In case of migration, the date on which the loan was taken and the outstanding loan as on date of application, duly certified by the bank.

110c

**GRANT OF ADVANCE FOR PURCHASE OF LAND OR PART / FULL
CONSTRUCTION, ENLARGEMENT, ETC., OF A HOUSE**

APPLICATION FORM

(To be filled by the applicant)

GENERAL

1 Name (in Block Letters) : _____

Designation : _____ Emp. Code No. _____

2 Ministry/Office : _____

3 Post held i) Permanent _____ ii) Temporary _____

4 Length of Service on the date of application : _____ Years _____ Months

Date of Joining Government Service (dd/mm/yyyy) : / /

5 Present pay with pay scale: _____

6 Whether governed by Pension Rules: _____

7 Date of superannuation: _____

8 Amount of Provident Fund/any other advance/final withdrawal taken for purchase of land/Construction _____ (an attested copy of the sanction to be enclosed)

PARTICULARS RELATING TO ADVANCE :

9. If advance is needed for purchase of a plot and/or for construction of a new house, please give the following information :

A. PLOT

Location with address	Rural/Urban	Is it clearly demarcated and developed	Approximate area (in Sq. Mtrs)	a) Cost b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold
1	2	3	4	5	6	7

B. CONSTRUCTION

Floor-wise area to be constructed in (sq. mtrs.)	Estimated cost	Amount of advance required (for land/ construction/both)	No. of installments for repayment
8	9	10	11
Gr. Floor I Floor II Floor			

10. If advance is required for enlarging the existing house, please state :

Location with address	Plinth area (in sq. mtrs.)	Plinth area proposed for enlargement (in sq. mtrs)	Cost of construction/acquisition of existing House (Rs.)	Cost of proposed Enlargement (Rs.)	Total plinth area (2+3) (in sq. mtrs.)	Total cost (4+5) (Rs.)	Amount of advance required (Rs.)	No. of installments for repayment
1	2	3	4	5	6	7	8	9

(NOTE : If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed.)

11. If advance is required for purchasing a ready-built house/flat, please state :

Location with address	Plinth area (in sq. mtrs.)	When constructed (month/year)	Price settled (Rs.)	The agency from whom to be purchased	Amount a) Already Paid b) To be paid (Rs.)	Amount of advance required (Rs.)	No. of installments for repayment
1	2	3	4	5	6	7	8

MISCELLANEOUS

- 1 If you or any dependent member of your family already own(s) a house, please state :
- 2 Have you enclosed –

Location with address	Plinth Area (floor wise)	Present fair market Value (Rs)	Reasons for acquiring another house or enlarging the existing house
1	2	3	4

(a)	The relevant construction plan approved by the municipal authority concerned; and	Yes/No
(b)	Detailed construction estimates based on Central/State PWD Schedule, prevailing in the area corrected as per relevant cost index duly signed by qualified engineer	Yes/No

Declaration

- 1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
- 2. I have read the rules regulating the grant of advances to Central Government servants for purchase of land and Purchase/construction of buildings, etc., and agree to abide by the terms and conditions stipulated therein.
- 3. I certify that :

- i) my wife/husband is not a Central Government servant/my wife/husband who is a Central Government servant, has not applied for and/or obtained an advance under these rules ;
- ii) neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advance for acquisition of a house in the past from any Government source (e.g., Ministry of Rehabilitation or under any Central or State Housing Scheme);
- iii) the construction of the house for which the advance has been applied for, has not yet been commenced.

Station _____

Signature of the Applicant

Dated _____

Telephone/IntercomNo. _____

e-mail address _____

Note: Applicant is advised to enclose the all relevant documents along with the application form to avoid delay in the processing of his application.

List of Documents Enclosed:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

106C

(For use by the Application Forwarding Authority)

I have scrutinized the application of Shri/Smt./Kum. _____ (Designation) _____ in terms of Rule 9(b) of the Rules and have satisfied myself of the correctness of the facts etc., stated therein. My recommendations are as follows:

I have satisfied myself that the applicant has/will get a clear unencumbered title to the property.

- 1 Date of appointment : _____
- 2 Date of Retirement : _____
- 3 Pay : Rs. _____
- 4 50 months' pay : Rs. _____
- 5 Cost Ceiling for Construction : Rs. _____
- 6 Amount of GP Fund withdrawal and/or any other advance to be adjusted :
Rs. _____
- 7 Advance entitled(5 minus 6) : Rs. _____
- 8 Estimated / Assessed Cost of Construction : Rs. _____
- 9 Expected date of starting recovery : _____
10. No. of monthly installments : _____

11. Repaying Capacity :

- (a) Proposed rate of recovery : _____
- (b) Amount recoverable at the proposed rate of recovery : Rs. _____

12. Approximate amount of Interest : Rs. _____

13. Amount of advance than can be sanctioned based on repaying capacity : Rs. _____

14. Amount of HBA recommended for sanction (the least of 4, 7, 8 and 13) : Rs. _____

15. **Rate of recovery :**

(a) **Principal:** Rs. _____ in _____ installments of Rs. _____ each.

(b) **Interest:** Rs. _____ in _____ installments of Rs. _____ each.

An advance of Rs. _____ (Rupees _____ only)
may be approved in relaxation of Rule 4(b) of House Building Advance Rules

(_____)
DDO/Section Officer

(For use by the Advance Sanctioning Authority, at)
Orders of the Head of Department

Head of Department