



हैदराबादविश्वविद्यालय

## UNIVERSITY OF HYDERABAD

Central Despatch and Telecommunications

Ref: UH/CD & T/PCA/2022-23

Date: 21-11-2022

### CIRCULAR

Applications in the prescribed format are invited from the employees for the sanction of Personal Computer Advance for the Financial Year 2022-23.

#### Terms & Conditions:

01. The quantum of advance shall be Rs. 50,000/- (Rupees Fifty Thousand only) or actual price of the Computer (excluding customs duty, if any) whichever is less.
02. The Computer should be purchased and Original Invoice/Bill with GST along with Mortgage Bond should be submitted to CD & T within one month from the date of drawal of advance, failing which the entire amount of advance shall be recovered along with interest (including penal interest) from the salary of the following month without serving any notice.
03. The principal amount shall be recovered in not more than 150 equal monthly installments.
04. The interest @ 9.8% shall be recovered in minimum number of installments. Each installment shall not be greater than the amount fixed for recovery of principal.
05. Incomplete and incorrect application forms shall be rejected.
06. Computer Advance will be allowed maximum five times in entire service.
07. A second or subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance.
08. If the Loanee fails to submit the required documents as specified above the total principal amount alongwith the interest will be recovered in lumpsum amount without giving any further notice.

**Application Forms can be obtained from the Communication Cell or downloaded from the University website. Last date for submission of filled-in applications is 09.12.2022.**

**(This circular is issued with the approval of the Competent Authority)**

**DEPUTY REGISTRAR (CD & T)**

To

All Notice Boards

All Schools/Departments/Sections.

The Web-master - with a request to upload on the University website.

**UNIVERSITY OF HYDERABAD**  
**Central Despatch & Telecommunications (CD & T)**  
**APPLICATION FORM FOR GRANT OF AN ADVANCE FOR THE**  
**PURCHASE OF PERSONAL COMPUTER**

Bank A/c No. \_\_\_\_\_

ID No. \_\_\_\_\_

S No.	Particulars	
1.	Name of the Applicant	
2.	Designation	
3.	Department/Section	
4.	Present Residential Address	
5.	Basic pay	Rs.
6.	Anticipated price of Personal Computer	Rs.
7.	Amount of advance required	Rs.
8.	(a) Date of joining the University (b) Date of Superannuation/ Retirement	
9.	Number of instalments in which the advance is desired to be repaid	
10.	Whether an advance for similar purpose was obtained previously and if so a) Date of drawal of the advance b) The amount of advance/principal and (or) interest thereon still outstanding if any.	
11.	(a) Whether the intention is to Purchase a new Computer (b) If the intention is to purchase Personal Computer from a person having Official dealings with the Government Servant, whether previous sanction if the Competent authority has been obtained as required Under Rule 18 (3) of Central Civil Services (conduct) Rules.	
12.	Whether the applicant 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 Personal Computer within one month from the date of drawal of the advance?	
14.	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 apply for the advance that I shall purchase before the expiry of one month from the date of drawal of the advance.	

**Note:**

1. If the Loanee fails to submit the required documents as specified above the total principal alongwith the interest will be recovered in lumpsum amount without giving any further notice.
2. Application form is to be filled-in correctly in all respects. Incomplete & incorrect application forms shall be rejected.
3. Please enclose a copy of the latest payslip along with application form.
4. Computer Advance will be allowed for purchase of New Computer only.

Date:

**Applicant's Signature**