

I/316948/2024



## SOUTHERN RAILWAY

वरिष्ठ मंडल कार्मिक अधिकारी कार्यालय  
Office of the Senior Divisional Personnel Officer  
मंडल मुख्यालय/Divisional Headquarters  
चेन्नै/Chennai - 600003  
दि/Dt: 17.07.2024.

सं/No. M/P (C&P)24/43/Comp.Adv/7<sup>th</sup> PC  
(E-file 385557)

### **ALL CONCERNED OF CHENNAI DIVISION**

विषय/**Sub**:-Notification for calling of applications for the grant of Computer Advance for the year 2024-2025- reg

संदर्भ/**Ref**:-a)Railway Board letter no. F(E)Spl./2016/ADV.4/1(7<sup>TH</sup> CPC)  
dt. 07-02-2017(RBE 10/2017, PBC 18/2017)  
b)PCPO letter no.P(R)24/P/MCA & PCA dt.17.11.2020  
(PBC 186/2020)  
c)PCPO letter no.P(R)24/PCA & MCA dt.07.07.2022(PBC 111/2022)  
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Applications are invited for the grant of Computer Advance from the eligible employees fulfilling the following conditions.

1. As per Rly. Board letter dt: 07.02.2017 all the employees are eligible for the grant of Computer Advance.
2. The quantum of advance for the first occasion is Rs. 50,000/- or actual cost of the computer whichever is less and recoverable in equal monthly installments not exceeding 60 installments and 9.1% interest thereafter.
3. The applications in the prescribed Proforma Annexure (enclosed) should be filled in clearly.
4. Quotation for the purchase of Desktop Computer/Laptop/iPad should be submitted in original with company authorized signature & stamp.
5. Application will be rejected upon submission of duplicate quotation.
6. The Purchase of Computer is valid for **Desktop Computer, Laptop and iPad** only. Any quotation showing accessories such as Printer, UPS, Speaker Bluetooth and Wi-Fi are not eligible for the advance and the application of that employee will be rejected.
7. The applications should be collected by the Supervisory Official and sent in one bunch (not in piece meal), duly filled in Annexure, in a cover addressed to APO/G/MAS. The last date for receipt of the filled in applications by the concerned Supervisory Official is 16-08-2024 and the same should be sent to the under signed on or before 23-08-2024. Applications received with duplicate quotation, without proforma invoice, or controlling officer's certification will not be accepted and no correspondence will be entertained in this regard.
8. **The applications filled in all aspects received on or before 16.08.2024 by the Controlling Officer and received in this office by 23.08.2024** will be considered first for grant of Computer advance depending on allotment of funds.

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9. The registrants should wait till March 2025 since the advance is granted according to funds availability in Revised grant 24-25 & balance in final grant 2025(i.e. March 2025).
10. The Computer Advance will be allowed maximum five times in the entire service.
11. In case the employees purchase computer after registration, but before sanction, it should be intimated to this office, so as to delete their names from the priority list.
12. Employee must mention number of installments (Maximum 60 Installments) which he/she desires to repay, since there is no provision in IPAS to modify the number of installments after sanction of Personal Computer Advance.
13. Applications submitted by any staff prior to the date of issue of this circular will not be considered and no correspondence in whatever form will be entertained.
- 13a) The list of employees mentioned below who have applied last year but not Sanctioned Computer Advance may submit fresh application along with current quotation.

S. No	Name of the Employee(Shri/Smt)	PF No	Designation	Station
1	S.Thirukumaran	15208057125	Jr.Clerk	SMR/O/JTJ
2	Bandi Bharathi	15229804034	TM-IV	SSE/Pway/SPE
3	Aari Muthu P	245II190266	TM-IV	SSE/Pway/WST-B
4	Manju V	15229802031	Asst C&W	CDO/BBQ
5	T.Venkatesu	15229807333	P.Man-B	SS/O/PUT
6	Om Prakash Kumar	15229808229	Helper	SSE/E/P/BBQ
7	Abhishek Kumar Srivastava	15229806079	Helper	SSE/EMU/AVD

संलग्न/Encl: Annexure

(वी.के.शिवकुमार)/(V.K.SIVAKUMAR)  
सकाधि/सा/चेन्नै/APO/Genl/MAS  
कृते वरमकाधि/चेन्नै/for Sr.DPO/MAS

प्रतिलिपि/Copy to: PS to DRM for kind information of DRM/MAS please  
CPM/GS, ADRM-I& II/MAS-for kind information please.  
All Branch Officers/MAS -for kind information please.  
All APOs/MAS  
Ch.S& WI/MAS- for information & necessary action.  
All Ch.OS/MAS Division.  
Divl.Secy/SRMU  
Divl.Secy/AI SC/ST REA  
Divl.Secy/AIOBC/REA.

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ANNEXURE

**APPLICATION FOR AVAILING ADVANCE FOR THE PURCHASE OF  
PERSONAL COMPUTER (DESKTOP, LAPTOP & iPad) 2024-2025**

**\*(Strike out whichever is not applicable)**

**(Application and proforma invoice to be submitted in ORIGINAL)**

Name of the Applicant	Designation	Office/ Station	PF No. & HRMS ID	Bill Unit

Date of Birth	Date of Appointment	Date of Retirement	Pay Matrix Level	Department	Contact No

Have you availed similar advance on previous occasion or applying for the first time?	(State clearly)
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Details of previous advance if availed	Nature of amount of advance	Year which availed	Outstanding principal and interest, if any	
			Principal	
			Interest	

Details of movable property proposed to be purchased	
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Model Name	Product Value	Name of Dealer
	Rs.	

Amount of Advance Required	No. of Installments to be Recovered
Rs.	

Whether the employee is proceeding on leave		If yes, details of leave	
Yes	No	From:	To:

Declaration by the applicant

**I declare that,**

- I have not availed the advance previously for the same purpose and that this is my \_\_\_\_\_ occasion (As per RBE No 10/2017)

(or)

I have availed advance for the same purpose as indicated in column 4 and that there is no outstanding towards Principal and interest.

- I have not taken delivery of the movable property for which the advance is sought and that I shall complete the negotiations with the dealer so as to take delivery of the property immediately on receipt of the advance and submit the relevant documents, within **one month**.

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ANNEXURE

- 3. I will apply for permission from the administration for the purchase of the above property under Conduct rules, and submit a copy along with other documents.
- 4. The information given above are true and correct to the best of my knowledge.
- 5. The personal computer has been insured for the total cost.
- 6. I will produce the **cash receipt and insurance copy** of purchase of personal computer within one month from the date of receipt of the loan, failing which, I will refund the entire amount with interest and penal interest and I will also be liable for DAR action.
- 7. I will execute the form of Mortgage bond for personal Computer Advance (Form GFR 24)

Certified that the particulars furnished above have been verified and found correct.

Signature of applicant: .....  
 Name: .....  
 Designation .....

Station:  
Date:

Signature of Supervisory official: .....  
 Name: .....  
 Designation .....  
 Seal:

Station:  
Date:

Signature of controlling officer .....  
 Name: .....  
 Designation .....  
 Seal:

Station:  
Date: