



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD  
General Administration Department (E-I/E-II)

Ref: UH/GAD (E-I/E-II)/PCA/2021-'22 / 72)

Date: 25.10.2021

CIRCULAR

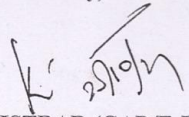
Applications in the prescribed format are invited from the employees for the sanction of Personal Computer Advance for the Financial Year 2021-'22.

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 Cash receipt along with Mortgage Bond should be submitted to GAD within one month from the date of drawal of advance, failing which the entire advance shall be recovered 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 @ 12.3% shall be recovered in minimum number of installments. Each installment shall not be greater than the amount fixed for recovery of principal.
05. Rebate of 2.5% will be allowed for prompt repayment and compliance with terms and conditions of the sanction.
06. Incomplete & incorrect application forms shall be rejected.
07. Computer Advance will be allowed maximum five times in the entire service.
08. 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.

Application Forms can be obtained from the GAD or downloaded from the University web site.  
Last date for submission of filled-in applications is 20.11.2021.

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

  
DEPUTY REGISTRAR (GAD/E-I/E-II)

To  
All Notice Boards  
All Schools/Departments/Sections.  
The Web-master - with a request to upload on the University website.

**UNIVERSITY OF HYDERABAD  
GENERAL ADMINISTRATION DEPARTMENT (E-1 / E-II)**

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER**

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

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

S No.	Particulars	
01.	Name of the Applicant:	
02.	Designation	
03.	Department/Section	
04.	Basic pay	Rs.
05.	Amount of advance required	Rs.
06.	(a) Date of joining the University (b) Date of Superannuation/ Retirement	
07.	Present Residential Address:	
08.	Anticipated price of Personal Computer	Rs.
09.	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.	Whether the intention is to Purchase a) a new or an old Personal Computer b) If the intention is to purchase Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services (Conduct) Rules, 1964.	
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. Application form is to be filled-in correctly in all respects. Incomplete & incorrect application forms shall be rejected.
2. Please enclose a copy of the latest pay slip along with application form.

Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_