

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



AdminISTRATION – SECTION / प्रशासन अनुभाग  
सं.No. MANUU/Admn /F.162/2020-21/ 1058 दिनांक 28<sup>th</sup> December, 2020

CIRCULAR / परिपत्र

Sub/विषय: MANUU - Administration -Personal Computer Advance - Circular - Regd.

Ref./संदर्भ: Approval of the Vice-Chancellor dated: 23.12.2020.

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The Comptent Authority has accorded approval for sanction of computer advance to the employees of MANUU.

All employees are eligible to draw the computer advance to the maximum of Rs. 50,000/- or actual price of the Computer whichever is less. Preference will be given to those employees who are first time drawers. The computer advance will be allowed for the maximum of 5 times in entire service.

Second or subsequent advance for the purchase of personal computer cannot be granted before the expiry of 3 years from the date of drawal of earlier advance. The advance sanctioned shall be recovered in not more than (150) monthly installments commencing from the month following in which the advance is drawn. The interest will be charged on rates applicable as per GOI rules from time to time.

As such all the employees who would like to draw the above advance may submit the filled in application form with quotation for assessing the actual price, to the Administration section on or before 12.01.2021. However, the officials shall submit the original GST invoice/bill with make and model number to the Administration Section after drawal of the Computer advance within a period of 15 days from the date of drawal of advance, failing which the entire amount together with interest shall be recovered.

# By Order #

  
Registrar I/c  
प्रभारी कुलसचिव

To  
The Finance & Account Section, MANUU

प्रतिलिपि / Copy to:

1. Office of the Vice-Chancellor/Registrar/Finance Officer
2. Director, CIT for uploading on University Website

**F O R M - V I**

(See Government of India's decision (1) below Rule 21)

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF  
MOTOR CAR / MOTOR CYCLE / SCOOTER / PERSONAL COMPUTER**

1. Name of Applicant (IN BLOCK LETTERS):
2. Applicant's Designation:
3. District and Station of the applicant:
4. Pay + DP of the applicant: Rs.   
Special Personal Pay: Rs.
5. Anticipated price of Motor Car / Motor Cycle /  
Scooter / Personal Computer: Rs.
6. Amount of Advance Required: Rs.
7. Date of Superannuating or retirement or date  
of Expiry of contract in case of a contract officer:  DD  MM  YYYY
8. Number of Installments in which the advance  
is desired to be repaid:
9. Whether advance for similar purpose obtained  
previously, and if so...
- (i) Date of drawal of the advance:  DD  MM  YYYY
- (ii) The amount of advance and / or  
interest thereon still outstanding, if any: Rs.   
Rs.
10. Whether the intention is to purchase:
- (a) A new or old Motor Car / Motorcycle / Scooter  
Personal Computer:
- (b) If the intention is to purchase Motor Car / Motor  
cycle / 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 Service (Conduct)  
Rules, 1964:
11. Whether the officer is on leave or is about to proceed on leave...
- (a) The date of commencement of leave:  DD  MM  YYYY
- (b) The date of expiry of leave:  DD  MM  YYYY
12. Are any negotiations or preliminary enquiries being made,  
so that delivery may be taken of the Motor Car / Motor Cycle /  
Personal Computer within one month from the date of drawal  
of the advance?
13. (a) Certified that the information given above is complete and true  
(b) Certified that I have not taken delivery of the Motor Car / Motor Cycle / Personal Computer on account of  
which I apply for the advance, that I shall complete negotiations for the purchase, pay finally and take  
possession of the same before the expiry of one month from the date of drawal of the advance.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of the Applicant

continued.....

# C E R T I F I C A T E

(Certificate by the Head of the Office)

Certified that the official Shri \_\_\_\_\_, Designation \_\_\_\_\_  
Office \_\_\_\_\_ is a permanent / temporary employee of this  
Department. The official is really in need of Scooter / M. Cycle / Personal Computer. Possession of the vehicle is in  
the interest of service / public. The residence of the official is more than 8 Km from the duty point.

Shri \_\_\_\_\_, the official is permitted to purchase the Scooter / M. Cycle /  
Personal Computer. No disciplinary case is pending against the officer / official.

Dated: \_\_\_\_\_ at \_\_\_\_\_.

Signature and Seal  
of the Head of Office

## Declaration

I, \_\_\_\_\_, Designation \_\_\_\_\_ hereby  
declare that if I fail to purchase the vehicle within one month from the date of receipt of the advance and do not  
submit the requisite documents within the stipulated period, I shall be liable to refund the full amount in lump  
sum.

2. That if the advance is sanctioned for the purchase of motorcycle / scooter / personal computer / Car, I will  
utilize the advance for which it is sanctioned Cash Receipt, Insurance cover note, agreement bond (GFR) and  
mortgage deed form (GFR-4) also with the date of payment of advance and the date of purchase of vehicle etc.  
will be submitted within one month as the drawal of the advance as is required under rule 215 of GFR.

3. That if I do not purchase the vehicle, the amount of advance with penal rate of compound interest may be  
recovered from my pay as provided in the Government of India decision No. 3 of the rule.

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

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Office \_\_\_\_\_  
\_\_\_\_\_  
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