

SOUTHERN RAILWAY

No.U/P.24/COMP.ADV/2023-24/e-245169

Divisional Office,  
Personnel Branch,  
Madurai,  
Dt.11.11.2024.

All Branch Officers,  
All Supervisors / Madurai Division

Sub : Grant of Computer Advances –VII CPC Recommendations –  
Amendment to rules on Computer Advances to Railway Servants-Reg.  
Ref : (I) RailwayBoards letter No.F(E)Spl./206/ADV.4/1(7<sup>th</sup> CPC)DT.07.02.2017  
(II) FA & CAO/MAS/Letter No. B.96 / B / 18 / BG 23-24 Civil Grants dt.09.05.2023  
(III) Sr.DFM/MDU LR.No.B28/MDU/Budget Civil dt.24.05.2024.

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Consequent upon the decision taken by the Government on the recommendations of Seventh Central Pay Commission, the ministry of Finance vide their Terms and Conditions: OM No.12(i)EII(A)/2016 DATED 07.10.2016 have amended the eligibility criteria in the existing provision relating to the grant of Personal Computer Advance.

Advances	Quantum	Eligibility Criteria
Personal Computer Advance	Rs.50,000/- or actual price of PC, whichever is lower.	All railway employees.

The Computer Advance will be allowed maximum five times in the entire services.  
Applications for the grant of Computer Advance is invited from employees.  
The Conditions for the sanction for the PC advance is as follows.

The employee shall purchase only NEW Computer in their own name only as per proforma invoice submitted by them with the application and produce the following documents to BUDGET SECTION OF PERSONNEL BRANCH ONLY.

- 1.Original stamped Cash Receipt for the purchase of Computer.
2. Guarantee /Warranty card.
- 3.Insurance documents.
- 4.Original Mortgage deed hypothecating computer to the President of India.

**Terms and Conditions:**

1. Prior permission should be obtained or intimation of purchase be given under conduct Rules wherever necessary.
2. Purchase of Computer should be made within one month from the drawl of advance . **The cash receipt with GST and insurance should be produced for verification within one month of purchase or two months of drawl of advance.** If the employee fails to do so the advance shall be refunded with the penal interest and DAR action will be initiated.
3. If the employee purchased the computer for the lesser amount than the amount sanctioned, he should surrender the excess amount immediately drawn to the Railways failing which penal interest will be

levied for the amount and the action will be initiated against him/her under Railway Servants (Discipline And Appeal Rules 1968).

4. The Computer after purchase should be hypothecated to the government.
5. Prior Sanction of the loan sanctioning authority is necessary for sale of the computer so long as the advance and interest thereon is outstanding.
6. Recovery of advance will start from first pay/leave salary/subsistence amount after drawl of advance.
7. Simple interest at prescribed rates, calculated on monthly reducing balance basis will be recovered in one or more instalments after the principal is recovered.
8. As per RBE No.52/2023 the present rate of interest is 9.1% PA.(Penal Interest of 2.5 % will be added for irregular payment & Late submission of documents).
9. Even repayment is made more than once in a month it will be taken as a simple payment in a month for arriving balance for interest calculations.
10. The computer should be insured till the completion of recovery of principal and interest of computer advance.
11. Employees should not avail finance from the dealer or any bank / institution and hypothecating the computer to any, other authority / agency is against the condition and hence they should remit the entire amount with interest to Railways immediately. Failure to which lump-sum recovery with penal interest will be made and they are liable for disciplinary action under DAR.

Supervisors may give wide publicity among the employees.

**Employees requires PC advance may be asked to submit in all respects on or before 02.12.2024 in the given format enclosed. The applications received after due date will be rejected.**

P  
VISWANATHAN  
HAN

Digitally signed by  
P VISWANATHAN  
Date: 2024.11.12  
17:45:24 +05'30'

(पी.विश्वनाथन P.Viswanathan)  
सहायककार्मिक अधिकारी/ एसईएम  
Assistant Personnel Officer/SEM  
/मंडल कार्मिक अधिकारी/मदुर  
/ Divisional Personnel Officer/MDU

Copy to:All Supervisory Officials:- for kind information & NA please.  
JE/IT/PB/MDU:- for uploading web portal: **pbmdu.co.in**.

**APPLICATION FOR AVAILING ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER**

ANNEXURE

(Strike out whichever is not applicable)  
(Application and proforma Invoice to be submitted in ORIGINAL)

1	Name of applicant	Designation	Office	PF Number

2	Date of Birth	Date of Appointment	Date of Retirement	Pay Matrix level	Bill Unit

3	Have you availed similar advance on previous occasion or applying for the first time?	(State Clearly)

4	Details of previous advance if availed	Nature of amount of advance	Year in which Availed	Outstanding principal and interest, if any
				Principal
				Interest

5	Details of movable property proposed to be purchased			
a	New	Model / Name	Anticipated price	Name of Dealer
			Rs.	

( In case of old vehicle, consent letter from Seller and Cost reasonable Certificate from an Auto Consultant are to be enclosed)

b	Old	Model / Name	Price	Chassis /Engine NO	Reg No	Year of Manufacture

6	a) Amount of Advance required	b) No of installments for recovery (Max Principal-50 Inst, Interest-10 Inst)
	RS	

7	Whether the Officer / Employee is proceeding on leave	If Yes details of leave
	YES / NO	FROM TO

Declaration by the Applicant

I declare that

- a) i) I have not availed the advance previously for same purpose and that this is my first occasion  
(OR)  
ii) I have availed advance for the same purpose as indicated in column 4 and that there is no outstanding towards Principal and interest.
- b) 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 from the date of the advance
- c) 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.
- d) The information given above is true and correct to the best of my knowledge. The personal computer should be insured for the total cost.
- e) 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 amount with interest and penal interest and I will also be liable for DAR action.

(e\*) Applicants must read and sign the terms and conditions in their own handwriting in the box above.

Date: \_\_\_\_\_  
Signature of applicant.....  
Name .....  
Designation.....

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

Date: \_\_\_\_\_  
Signature of Supervisory Official  
Designation

Office Seal:

10. Certified that the possession of Motor Car/ Motor Cycle/ Personal Computer by  
Sri/Smt..... For the performance of  
Official duties will be in Public interest and that the employee has the capacity to repay the advance.

Date: \_\_\_\_\_  
Signature of Branch Officer  
Designation

Office Seal:

11. Accounts Certification regarding availability of funds

Station:

Date