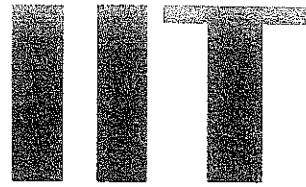




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (D.R.); 6702076, 2307005 (Office); FAX : 91-542-2368428; e-mail : administration@itbhu.ac.in

कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. IIT(BHU)/GAD/3(57)/Advances /Gen./ 71-94
NOTICE

Date: 13.08.2018
74

Sub: Advance for purchase of Personal Computer - reg.

It is notified for information of all concerned that the Institute is considering to grant the advance for purchase of Personal Computer within the resources available.

Accordingly, applications are invited on prescribed format (**copy enclosed**) from the desirous employees of the Institute fulfilling the eligibility criteria (**printed overleaf**) for grant of advance for purchase of Personal Computer.

The Application Forms complete in all respect on the prescribed format, duly verified and forwarded by the concerned Controlling Officer may be submitted in this office on or before **15.09.2018**. The rate of Interest and other conditions for sanction of advance and mode of recovery of such advance would be at par with the Government of India rules.

This issues with the approval of the Competent Authority.

Joint Registrar (Admin.) II

Ref. No. IIT(BHU)/GAD/3(57)/Advances /Gen./ 71-94

Encl: As Above,

Date: 13.08.2018

Copy along with enclosure forwarded to the following for information and necessary action: 74

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. The Chief Councillor, Gymkhana
6. The Chairman, Institute Works Committee
7. The Chairman, Senate Library Committee
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee -
11. The Coordinator, GTAC
12. The Joint Chief Proctor
13. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
14. The Joint Registrar (Admin.)
15. The Deputy Registrar (Accounts)
16. All the Assistant Registrars
17. P.S. to the Director
18. P.A. to the Registrar

With a request to upload the notice alongwith enclosures on Institute website.

Joint Registrar (Admin.) II

Eligibility Criteria and Other Details for Grant of Advance for Personal Computer

Particulars of Advance (Interest Bearing)	Eligibility	Amount of Advance	Re-Payment	Remarks
Personal Computer	All government Servants are eligible for the Grant of an advance not exceeding ₹ 50,000/- or the anticipated price of the Computer, whichever is less.	₹ 50,000 or actual price of the computer (excluding customs duty, if any), whichever is less.	In not more than 150 equal monthly instalments.	<p>Simple Interest at the rate fixed by the Government and prevailing on the date of drawal of the advance will be charged.</p> <p>Recovery of the Advance will commence with the first issue of pay after drawal of advance.</p> <p>A mortgage bond is necessary to mortgage the article to the Institute, within a month of purchase or within 2 months from the date of drawal of advance.</p> <p>The Make, Model and Serial No. of the Computer must be entered on the mortgage bond.</p> <p>Other terms and conditions will be as per Government of India Rules as amended from time to time.</p>

General Conditions

1. The advance shall not be sanctioned or disbursed to an official under suspension.
2. The advance can be granted only if the outstanding balance, if any, in respect of advance previously granted for the same purpose, together with interest thereof has been fully repaid.
3. The advance cannot be granted if the personal Computer has been purchased already and paid for.
4. Purchase of Personal Computer should be made within one month from the date of drawal of the advance.
5. A computer Advance will be allowed Maximum five times in the entire service.
6. 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.



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INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कर्मचारी सं० :
Employee No. :

आवेदन पत्र

APPLICATION FORM

व्यक्तिगत कम्प्यूटर क्रय करने वास्ते ऋण प्राप्त करने हेतु
ADVANCE FOR PURCHASE OF PERSONAL COMPUTER

1. आवेदक का नाम :
Name of the Applicant
2. पद :
Designation
3. विभाग / स्कूल / कार्यालय :
Department/School/Office
4. मूल वेतन (वेतन पर्ची संलग्न करें) : ₹
Basic Pay (Enclose Pay Slip)
5. वस्तु का पूर्वानुमानित मूल्य : ₹
Anticipated Price
(संलग्नित प्रोफार्मा इनवायस के अनुसार / as per invoice enclosed)
6. वांछित ऋण धनराशि : ₹
Amount of advance required
7. नियुक्ति की तारीख :
Date of appointment
8. सेवानिवृत्ति की तारीख :
Date of Superannuation
9. ऋण वापसी हेतु वांछित किस्तों की संख्या :
Number of installments in which the advance
is desired to be repaid
10. क्या पूर्व में व्यक्तिगत कम्प्यूटर क्रय करने हेतु :
ऋण लिया गया था, यदि हाँ तो—
Whether advance for Personal Computer was
taken previously and if so :
(क) वस्तु का नाम जिसके लिए ऋण लिया गया :
(i) Name of the article for which advance
was taken :

(ख) ऋण आहरण की तारीख –

(ii) Date of Drawal of the advance

(ग) ऋण की धनराशि एवं ब्याज, यदि कोई, वापस करना अभी बाकी है तो, उल्लेख करें।

(iii) The amount of advance and/or interest thereon still outstanding, if any.

11. क्रय करने की विधि :

Whether the intention is to purchase –

(क) नया या पुराना व्यक्तिगत कम्प्यूटर

(a) a new or old personal computer

(ख) व्यक्तिगत कम्प्यूटर किसी अधिकृत व्यक्ति जोकि कर्मचारी से डील करेगा, के लिए पूर्व में सक्षम अधिकारी से अनुमति सी.सी.एस. (आचरण) नियम 1964 के 18(3) के अर्न्तगत प्राप्त किया है।

(b) If the intention is to purchase personal computer from a person having official dealings with the employee, 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. क्या कर्मचारी अवकाश पर है या अवकाश पर जाने वाला है:

Whether the employee is on leave or is about to proceed on leave –

(क) अवकाश पर जाने की तिथि

(a) The date of commencement of leave

(ख) अवकाश समाप्त होने की तिथि

(b) The date of expiry of leave

13. आहरण की तिथि से एक माह के भीतर वस्तु :
क्रय एवं निर्गमन के संबंध में कोई प्रारम्भिक
बातचीत हुई है?

हां/नहीं
Yes / No

Are any negotiations or preliminary enquiries
being made so that delivery may be taken of
the Article to be purchased within one month
from the date of drawal of advance?

14. प्रमाणित किया जाता है कि उपरोक्त सूचनाएं मुख्य रूप से कालम नम्बर (10) में दी गई सूचना पूर्ण
एवं सत्य है।

Certified that the information given above especially at column No. 9 is complete and true.

15. प्रमाणित करता हूं कि वस्तु जिसके लिए ऋण का आवेदन किया है, को प्राप्त नहीं किया है और इस
संबंध में समस्त प्रक्रिया मैं ऋण आहरण की तिथि से एक माह के भीतर पूर्णकर अन्तिम रूप से वस्तु
प्राप्त कर लूंगा।

Certified that I have not taken delivery of the article on account of which I apply for the advance
and that I shall complete negotiations for the purchase of article finally and take possession of the
same before the expiry of one month from the date of drawal of the advance.

दिनांक :

Date:

आवेदक का हस्ताक्षर

Applicant's Signature

प्रमाणित किया जाता है उपरोक्त सूचना सत्य है, आवेदक के ऋण प्रपत्र पर स्वीकृति हेतु विचार
किया जा सकता है।

Certified that the above information are correct. He/she may be considered for sanction of advance.

विभागाध्यक्ष/समन्वयक/कार्यालय प्रमुख

(कार्यालयीय मुहर)

Head/Coordinator/Head of Office

(With Office Seal)