



कार्यालय / Office

कार्मिक विभाग, रायपुर मंडल / Deptt. of Personnel, Raipur Division
दक्षिण पूर्व मध्य रेलवे / South East Central Railway

दू.भा. / Tele : 72430 (Rly), 0771-2252290 (DOT) फ़ैक्स / Fax : 72430 (Rly), 0771-2252290 (DOT)

No : E/PB/R/WEL/2023/02

Date: 14.10.2024

To
All Branch Officers
SECR/Raipur

Sub:- Distribution of Computer Advance for the year 2024-2025.

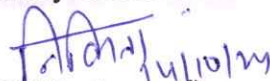
Ref:- Sr.DFM/R's letter No. R/Accounts/Budget/Civil Grants/2024-2025/2255 Dated
08.07.2024.

1. In terms of letter cited under reference, Rs. 13,00,000/ (Rs. Thirteen Lakhs only) for Computer Advance has been allotted to this division during the current financial year 2024-25 for purchase of Computer, to be distributed among eligible staff for which it has been decided to invite fresh applications from the willing eligible staff of Raipur Division.
2. In view of the above, Branch officers are requested to send applications from their willing eligible staff and submit to this office as early as possible so that further action may be taken to process sanction of the above advance for the current financial year 2024-25.
3. Budget grant will be distributed on First-Come-First-Serve basis in terms of Estt.Srl. No. 135/77. Applications which will be not granted with advance during current grant for the financial year 2024-25 will be given priority than others during next grant if received for the same financial year 2024-25.
4. Eligibility, Terms & Conditions:- All permanent Railway employees with Three Years service who furnish necessary surety as per rules are eligible for the above mentioned advances subject to the following conditions :-
 - 4.1 In terms of Estt.Srl. No. 27/2017, Computer Advance not exceeding Rs. 50,000/- or the actual price of PC, whichever is lower, will be sanctioned to the Railway servants.
5. Application for advance should be made in the prescribed Performa which is enclosed at Annexure -1. Application in any other Performa will be rejected.
6. Before the advance is drawn necessary agreement in the prescribed form (in-dummy paper in duplicate) will have to executed by the employee concerned staff for the Computer purchased by the advance money.
7. While forwarding the application it will be ensured by the unit supervisor that:-

(Signature)

- 7.1. The application is fully filled in all manners and forwarded by the Unit supervisor through Branch Officer will be only accepted. Incomplete application will be subject to rejection.
- 7.2. Necessary permission if any under Railway servant conduct Rules will have to be obtained by the employee before drawl of advance.
- 7.3. All the conditions for the sanction of Computer Advance as per extent rules and orders have been full filled
- 7.4. The amount of advance along with the interest will be recovered in Maximum 70 installments.
- 7.5. Computer Advance will carry the interest @ 9.1% per annum in terms of Estt.Srl. No. 128/2024.
- 7.6. Employees will have to submit Cash Memo receipt bearing GST No. of supplier etc. If not the advance will be recovered in one lump sum with accrued interest thereon 2.5% above the normal rate of interest will also be charged.
8. As the payment to the individuals is to be made and a lot of formalities are to be followed applications should be submitted through Branch/Controlling offices and the controlling office should mention the date of receipt and also mention the sequence in the applications received on the basis of First- come-First Served and submitted to Sr.DPO/Welfare Section/Raipur latest by 15.11.2024 complete in all respect. Incomplete application will not be considered.
9. First-come-First Served will be considered according to the date of application.
10. Only 26 applications will be considered on the basis of First-Come-First Served for grant of PC Advance in financial year 2024-25 based on current grant.

You are therefore requested to co-ordinate and take necessary action to forward the applications to OS/Welfare Section/Raipur.


(Nikita Agrawal)

Divl. Personnel Officer

Copy to: - For kind information and necessary action please.

1. PS to DRM/R for kind information of DRM please.
2. OS to ADRM for kind information of ADRM (OP) & ADRM (Infra) please.
3. DS/AISCSTREA/R & DS/SECROBCEA/Raipur.
4. All S&WIs for wide publicity of the notification among the Non-Gazetted employees of Raipur Division.
5. Notice Board.

APPLICATION FORM FOR THE COMPUTER ADVANCE

01. Name of the Applicant :-
02. Designation/Working under :-
03. P.F No./NPS No. :-
04. Bill Unit No. :-
05. Date of Birth :-
06. Date of Appointment :-
07. Date of Promotion to Present Grade :-
08. Date of Retirement :-
09. Basic Pay/Pay Matrix Level :-
10. Address :-
Office :-
Residence :-
11. Mobile No. :-
12. Anticipated price of Computer :-
13. Amount of Advance required :-
14. No. of installments in which (the advance is required to be repaid) :-
15. Whether advance for similar purpose was obtained previously? :-
16. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Computer within one month from the date of drawl of the advance ? :-

I declare that:-

- i) I have not taken delivery of the computer for which the advance is sought and that
- ii) I shall complete the negotiations with the dealer so as to take delivery of the Computer immediately on receipt of the advance and submit the relevant documents, within one month from the date of drawl of the advance.
- iii) The information given above are true and correct to the best of my knowledge.
- iv) I will produce the cash receipt 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.

The information given above is complete and true.

Applicant's Signature

Certified that the possession of Personal Computer by Sri/Smt -----for the performance of official duties will be in Public interest

Unit Supervisor

COUNTER SIGNATURE BY BRANCH OFFICER

Adharaj