

महानिदेशक लेखापरीक्षा (केंद्रीय)
चेन्नै का कार्यालय
“ऑडिट भवन”, 361, अण्णा सालै, तेनामपेट
चेन्नै – 600018



OFFICE OF THE DIRECTOR GENERAL OF AUDIT
(CENTRAL), CHENNAI
'AUDIT BHAWAN', 361, ANNA SALAI,
TEYNAMPET, CHENNAI - 600018

No.PDA(C)/Claims-II/Unit-I/21-01(I)2024-25/60

Dated: 05.02.2025

CIRCULAR-22

Sub: Advance for purchase of Personal Computer for the year 2024-25

-Application called for

In continuation to Circular no.15 dated 16.08.2025 applications are called for from the officials of this office for purchase of personal Computer including iPad during the year 2024-25.

Following conditions would decide the eligibility for the advance:

- 1.The amount of advance admissible for purchase of Personal Computer/laptop/i-pad will be Rs.50,000/- or the actual price of the Personal Computer (any duty, if any) whichever is less.
- 2.The Computer advance will be allowed for maximum of five times in the entire service. The second or subsequent advance for the purchase of Personal Computer is admissible after expiry of 3 years from the date of drawal of earlier advance. The recovery on account of earlier advance must have been completed.
- 3.The applicants should ensure that they complete negotiations with the seller for the purchase of Computer and enclose proforma invoice (for new Computer) from the dealer.
- 4.The amount sanctioned shall be recovered in not exceeding 150 instalments.

Hard copy of the application alongwith proforma invoice may be submitted to Claims section **on or before 07/02/2025**. Applications received after the due date and incomplete applications will not be considered.

(Vide orders of Dir./Admn dt. 04.02.2025)

Senior Audit Officer/Claims

To
Notice Board
Hindi Section-for translation
EDP Section- for uploading on the official website & for sending Email to all the officials.

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