

Application Form for Computer Advance

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of the Parent Deptt.& Designation : _____
4. Name of the Deptt. where working : _____
5. Basic Pay : _____ D.Pay: _____ Spl.Pay/NPA _____ Total _____
6. G.P.Fund Account No. : _____
7. Salary Bank & Account No. : _____
8. Anticipated price of Computer : _____
9. Amount of Advance required : _____
10. Date of joining in Haryana Govt.,Service : _____
11. Date of Birth : _____
12. Date of Superannuation : _____
13. Whether permanent/ temporary , (if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be given : _____
14. Whether advance for the same purpose was obtained previously, if so;

	<u>Date</u>	<u>Amount</u>
i) Date of drawal of the first advance :	_____	Rs. _____
ii) Date of drawal of the second advance :	_____	Rs. _____
iii) The amount of advance ^{1st/2nd} or interest: thereon still outstanding if any	_____	
iv) Sale proceeds of previous Computer : alongwith proof in support thereof	_____	
15. (i) Whether the intention is to purchase a new _____ through a person other than a regular dealer/ Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules.

16. Certified that the information given is complete and true.

(a) Certified that I have not taken delivery of the computer on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the computer before the expiry of one/ two months from the date of drawal of the loan and further that the insurance of the computer will be comprehensive.

(b) Certified that if I do not purchase the computer within two months from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered.

(c) Certified that I am unable to purchase the computer without Government loan.

(d) Certified that the purchase of computer will increase my efficiency in discharge of official duties.

Dated: _____

Signature of the Applicant _____
Designation _____
Department _____

Certificate

(To be furnished by the Head of the Department/ Controlling Officer)

- a) Certified that the sale proceeds or the previous computer is reasonable keeping in view of the condition of the computer.
- b) Certified that the case has been examined in accordance with the rules/ instructions issued by the Finance Department Haryana from time to time,
- c) Above entries from Col. 1 to 14 have been checked and found correct.
- d) Certified that the purchase of computer will increase the efficiency of the applicant while discharging the official duties.
- e) A sum of Rs. _____ may please be earmarked for the purchase of computer

Dated: _____

Signature of the Head of the Department/
Controlling Authority with Designation

SURETY BOND

This deed is made on the _____ day of _____ Two thousand and _____ between Sh _____ S/o Shri _____ and _____ working as _____ in _____ department (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to Shri _____ S/o Shri _____ hereinafter referred to as borrower) of the terms and conditions contained in the agreement dated _____ and subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____.

And whereas Shri _____ S/o Shri _____ has fulfillment of the conditions of the Advance of loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows:-

In pursuance of the said agreement and in consideration of sum of Rs _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principle and interest under the said agreement.

2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.

3. The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the date respectively mentioned against their Signature in the _____ year of the Republic of India.

Witness

.Signature of Surety & Designation

Department

Witness

Signed by _____
for and on behalf of the Governor of Haryana.

ANNEXURE- IV

I,----- do-hereby
authorize the Accountant general, Haryana to recover from the Death-cum-
retirement gratuity, the amount which would become due to him on the date of
superannuation/ retirement the balance of outstanding **Computer advance**,
with interest in terms of the penultimate paragraph of the agreement dated the---

Signature_____

Dated

Designation:_____

Certified that I hereby cancel the nomination made by
me in respect of Death cum retirement gratuity to me at the time of retirement.

Signature_____

Designation:_____

FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN ADVANCE FOR THE PURCHASE OF COMPUTER.

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ working as _____ in the Office of _____ (hereinafter called 'the Borrower' which expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Governor of Haryana (hereinafter called ' the Governor' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Governor for a loan of Rs. _____ (Rupees _____) for the purchase of a COMPUTER and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the Governor to the Borrower, the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Governor to make such deductions and (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement /resignation/death of the Borrower, hereby agrees to authorize the Governor in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death –cum-Retirement Gratuity payable to the borrower in accordance with the rules . The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, volume II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a COMPUTER or if the actual price paid is less than the loan to repay the difference to the Governor forthwith, and (4) to execute a document hypothecating the said COMPUTER to the Governor of Haryana as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and **It is hereby lastly agreed and Declared that if the COMPUTER has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.**

In Witness whereof the borrower and _____ for and on behalf of the Governor have hereunto set their hands the day and year first before written.

Dated:

(Signature and Designation of the Borrower)

(Signature of Witnesses)

for and on behalf of the Governor of Haryana

(Signature and Designation of the Officer)

ELIGIBILITY AND FAQs REGARDING COMPUTER ADVANCE

Q:- Purpose for which Computer loan can be granted ?

Ans:- Computer loan can be granted for purchase of Computer.

Q:- What is the eligibility criteria ?

Admissibility Condition	Limit of advance and instalments of recovery.
Govt. employees drawing Basic pay of Rs.9000/- p.m. including D.P./Special Pay/ NPA)	Rs.40,000/- or the actual price of the computer, whichever is less, recoverable in not more than 100 equal monthly instalments.

The number of computer advances during the whole service will be restricted to two only.

CHECKLIST OF COMPUTER ADVANCE

1. Application form duly filled and signed by the applicant and also signed by the competent authority of the concerned department along with Agreement deed (Form PFR-21)/ Annexure-IV (DCRG) and Invoice of computer from Authorized Dealer.
3. The Proof of confirmed Haryana Government employee if confirmed.
4. In case of regular employee, surety from one confirmed Haryana Government employee on non-Judicial stamp paper worth Rs.15 is required.
5. The computer should be purchased within a period of two month after the drawl of an advance.
6. The photocopies of vendor's receipt / comprehensive insurance in favour of Governor of Haryana will be submitted by the applicant to the sanctioning authority.