

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

NO. FO/2016/ 2916-3015

Date: 29-9-16

To

1. All the Heads of the Departments / Branch Officers, M.D.U.Rohtak
2. The Principal, University Campus School, Rohtak.
3. Director, Institute of Law & Management, Sector-40, Gurgaon.

**Sub: Grant of Advance for the purchase of Personal Computer/Laptop for the year 2016-2017.**

Applications complete in all respects on the prescribed form are invited from the confirmed teaching as well as non-teaching staff of the University. There is no pay limit for the grant of Personal Computer / Laptop Loan during the financial year 2016-2017. The general terms and conditions for this advance are as under:-

1. The total sum available under the Head 'Personal Computer / Laptop Advance' during the current financial year i.e. 2016-2017 is at present about Rs.9.60 lacs only. It will be disbursed in the equal ratio amongst the teaching and non-teaching staff on the basis of seniority on the basis of date of joining in the University on regular basis.
2. The applicants availing the loan shall be given advance and shall have to submit original bills in his/her or spouse favour, as a documentary proof..
3. The loanee shall be required to furnish an affidavit on non-judicial stamp paper to the effect that the advance has been utilized only for the purpose it was drawn.
4. Legal expenses incurred if any, in recovering the loan in default will be recovered from the defaulter.
5. The advance limit is upto Rs.35,000/- for the purchase of Personal Computer / Laptop or the real amount of the Computer so purchased, whichever is less.
6. The recovery is to be affected from the official / officer concerned in not more than 75 equal monthly installments alongwith interest.
7. To avoid mis-utilization, receipt / cash memo and comprehensive insurance of the Computer / Lap Top purchased by the loanee are required to be submitted within a period of one month from the date of drawl of advance.
8. Rate of interest shall be 8.1% and if the loan is utilized beyond the period of one month a penal interest at the rate of 10% over and above the normal rate of interest will be charged from the date of drawal of the loan, to the date of its Utilization.

9. Any other rules / regulations framed by the Haryana Government from time to time shall also be applicable.
10. The recovery of the advance shall be affected after one month from the date of advance.
11. The applicant is required to submit an affidavit on Non-judicial stamp paper of Rs.10/- duly attested to the effect that he or his dependent family member does not have a personal computer.

It has been decided that the Computer / Lap Top Advance shall be admissible once every 10 years during the service of the employees subject to the following conditions:-

- i) The prescribed rates of interest for the second and third advance shall be 1% & 2% respectively above the normal rate of interest on "Personal Computer / Lap Top Advance" prevailing at the point in time for disbursement.
- ii) Any subsequent advance on this account can be applied for only after clearing fully and finally the recovery / repayment liability of the preceding account and NDC to this effect should be issued by the competent authority.

Applications on the enclosed prescribed form complete in all respects may be sent to the Accounts Branch and advance shall be sanctioned strictly on seniority basis. The last date for receipt of application is fixed as 10.11.2016 by 5.00 P.M.

*msg Datta*  
SR.ACCOUNTS OFFICER

Endst. No. FO/2016/ 3014-15

Dated:- 29-9-2016

Copy of the above is forwarded to the following for information and necessary action:-

1. Asstt.Registrar, VC Office (for kind information of the Vice-Chancellor).
2. P.A. to Registrar(for kind information of the Registrar).

*msg Datta*  
SR.ACCOUNTS OFFICER

*msg*  
29-9-16

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

**APPLICATION FORM FOR COMPUTER / LAP TOP ADVANCE**

1. Name (in block letters) \_\_\_\_\_
2. Employee No. \_\_\_\_\_
3. Father's Name/Husband Name \_\_\_\_\_
4. Name of Deptt. / Branch \_\_\_\_\_ Designation \_\_\_\_\_
5. Basic Pay + G.P. \_\_\_\_\_ Total \_\_\_\_\_
6. Name & Anticipated price of the Computer / Lap Top \_\_\_\_\_
7. Amount of Advance required \_\_\_\_\_
8. Date of Joining in the Univ. Service \_\_\_\_\_
9. Date of superannuation \_\_\_\_\_
10. Whether advance for the similar purpose(s)  
was obtained previously and if so Date \_\_\_\_\_ Amount \_\_\_\_\_
  - i) Date of drawal of the Ist Advance \_\_\_\_\_
  - ii) Date of drawal of second advance \_\_\_\_\_
  - iii) The amount of advance (Ist/2<sup>nd</sup>)  
or interest thereon still outstanding  
if any \_\_\_\_\_

11.
  - a) Certified that the information given above is complete and true.
  - b) Certified that I do not own a Computer / Lap Top either in my name nor in my spouse name for which I apply for the advance and that I shall complete negotiations for the purchase of it, before expiry of one month from the date of taking advance that the insurance will be comprehensive in case of Computer.
  - c) Certified that if I do not submit all documents of the Computer / Lap Top within one month from the date of drawal of advance, the University is fully empowered to adjust entire salary (all allowances and pay) towards the advance till it is fully recovered.
  - d) Certified that I am unable to purchase the Computer without University Loan.

NOTE: The employee whose previous advance is outstanding is not entitled for second / third advance.

Signature of Applicant

**CERTIFICATE**

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

- a) Certified that the purchase of Computer will increase the efficiency of the applicant while discharging the official duties and a sum of Rs. 35,000/- may please be sanctioned.

Dated: \_\_\_\_\_

Signature of the HOD/  
Controlling Authority  
with designation.