

**Hkkjrh; iks| kfxdh I lFkku #Mdh  
#Mdh & 247667 ¼mYkjkpy½  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE  
ROORKEE – 247 667 (Uttaranchal)**

**okgu rFkk i l ¼y dEl; Wj vfxæ grq I lFkku vkn¸k I ¼; k- 02@2002  
INSTITUTE ORDER NO. 02/2002 ON CONVEYANCE AND PERSONAL COMPUTER  
ADVANCE**

**1. mn¸¸; %  
OBJECTIVES: -**

okgu vfxæ] I lFkku deþkj; ka dks vi uh M; W h dks vf/kd dqkyrk I s djus ds fy; s I efkZ cukus grq] vi us fuR; ds iz kx ds fy; s dkbZ ijkuh@ubZ ekVj dkj@ekVj I kbZy@LdWj@I kbZy@i l ¼y dEl; Wj vkfn [kjhnus grqfn; k tkrk gSA  
The Conveyance Advance is given to the Institute employees, to purchase any old/new Motor Car/ Motor Cycle/ Scooter/ Cycle/ Personal Computer etc. for their daily use enabling them to perform their duties more efficiently.

**2. I lohdfR vf/kdkjh %  
SANCTIONING AUTHORITY :-**

ckMh-vkQ xoul Z dh vkj I s fun¸kd@mi fun¸kd  
Director / Dy. Director on behalf of the BOG.

**3. I kekU; 'kr¸ %  
GENERAL CONDITIONS :-**

- (i) i kf/kdkjh dks vkond dh oki I djus dh I keF; Z ds ckjs ea I r¼V gkuk pkfg; A  
The authority should be satisfied about the applicants' repaying capacity.
- (ii) , s deþkj h ftudh fu; qDr ekSyd ugha gsmllgavi uscjkj Lrj ds; k vi us I smPp Lrj ds LFkk; h deþkj h I si¸ = I h, &AA ij tekur vuq¸k i Lr¼ djuk pkfg; A  
Official without substantive appointment should furnish Surety Bond in Form CA-III from a permanent official of status equal to or higher than the applicant himself.
- (iii) y¸cr deþkj h dks vfxæ dk Hk¸rku ; k LohdfR ugha dh tkuh pkfg; A  
The advance should not be sanctioned or disbursed to an official under suspension.
- (iv) vfxæ rHkh LohdfR fd; k tk I drk gS tc ; fn bl I ¼/k ea igys dkbZ vfxæ /kujkf'k LohdfR gq h gks rks ml sC; kt I fgr i wZ : Ik I soki I dj fn; k x; k gkA  
The advance can be granted only if the outstanding balance, if any, in respect of an advance previously granted, for the same purpose, together with interest thereon, has been fully repaid.
- (v) ; fn okgu ¼; k e'khu½ igys I s gh [kjhn dj ml dk Hk¸rku fd; k tk ppk gS rks vfxæ /kujkf'k LohdfR ugha dh tk I drh tc rd fd ; g [kjhn rFkk Hk¸rku vfxæ grq vkonu djus dh frfFk I srhu ekg ds vl¸j vLFkkbZ \_\_.k y¸dj u fd; k x; k gkA  
The advance cannot be granted if the vehicle (or machine) has been purchased already and paid for, unless it has been purchased and paid for by raising temporary loan within three months from the date the advance is applied for.
- (vi) vkpkj I fgrk ds vl¸rx¸r] okgu [kjhn dh i¸Z vkKk y¸k] ; k I ¼uk n¸k vfuok; Z gA  
Prior permission for, or intimation of, the purchase of the vehicle is necessary under the Conduct Rules.

- (vii) mijkdR ¼½ ds vfrfjDr] vfxE /kujkf'k iklr dj yus ds, d ekg ds vñj okgu dh [kjhñ dj yh tkuh pkfg; A  
Purchase of the vehicle should be made within one month from the date of drawal of the advance - exception Item (v) above.
- (viii) vi us uke ea okgu dk iãhdj.k iæk.ki=] [kjhñ ds, d ekg ds vñj] ; k vfxE /kujkf'k iklr dj yus dh frffk l s 2 ekg ds vñj iLrñ fd; k tkuk pkfg; A, d k u djus ij vfxE /kujkf'k iklr dj yus dh frffk l s iãhdj.k iæk.ki= iLrñ djus dh frffk rd nf.Mr C; kt yxk; k tk; sxA
- (ix) Registration Certificate of the vehicle in his name should be produced within a month of purchase, or within two months from the date of drawal of the advance, failing which penal interest from the date of drawal of the advance, to the date of production of RC will be levied.
- (x) [kjhñ ds lk' pkr~ekVj dkj dks funskd ds uke cãkd j [kk tkuk pkfg; A  
The Motor Car should, after purchase, be mortgaged to the Director.
- (xi) okgu [kjhñ dh frffk l s rhu ekg ds vñj fu/kkZjr iã = ij okgu ¼; k e'khu½ dh [kjhñ fn [kkrs gq s i ksi VhZ fj VuZ Hkj k tk; sxA  
A property return on the prescribed form showing the purchase of the vehicle (or machine) will be submitted within three months of the date on which the vehicle is purchased.
- (xii) vfxE iklr djus ds rñjã ckn ds oru rFkk@; k vodk'k oru ; k fuokZg HkRrk l s vfxE dh oki l h i kjkk gksxA  
Recovery of the advance will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of advance.
- (xiii) iR; d ekg dh vñre frffk dks 'kSk cph /kujkf'k ij bl mnñs ; gsrqfu/kkZjr l keku; C; kt yxk; k tk; sxA rFkk ml s eny /ku dh i wZ : lk l s oki l h ds lk' pkr , d ; k vf/kd fd' r ea oki l djuk gksxA , d h fd' rka dh l d ; k eny /ku dh oki l h gsrqfu/kkZjr fd' rka dh l d ; k l s vf/kd ugha gkuh pkfg; A  
Simple interest at the rate prescribed for the purpose, will be charged on the balance outstanding on the last date of each month and will be recovered in one or more instalments after complete repayment of the principal. The amount of each such instalment should not be greater than the amount fixed for repayment of principal.
- (xiv) Lohdfr ea fu/kkZjr nj l s 2-5 i fr'kr vf/kd C; kt bl 'krZ ds l kFk inf'kr fd; k tkuk pkfg; sfd oki l h ds l Roj Hkqarku rFkk vU; 'krkã ds ikyu ij 2-5 i fr'kr dh NW vuU; gksxA  
Sanction should indicate the interest at 2½% more than the prescribed rate with a stipulation that a rebate of 2½% will be allowed for prompt repayment and observing of other conditions.
- (xv) C; kt dk x.kuk fuEufyf[kr l = ds vuq kj dh tk l drh gS%&  
Interest may be calculated by applying the following formulae :-

¼½ ekg l sekg rd , d l eku fd' rka ea Hkqarku fd; k x; k eny /ku&

(a) Principal repaid in equal instalments from month to month –

$$C; kt \quad \frac{3}{4} \frac{u \frac{1}{4} u \$ 1 \frac{1}{2}}{2} \times \frac{DI}{12} \times \frac{vkj}{100}$$

$$\text{Interest} = \frac{n(n+1)}{2} \times \frac{x}{12} \times \frac{r}{100}$$

1/2 1/2 eiy /ku dk , d Hkkx fd' rka ea oki l fd; k x; k g\$ rFkk 'k\$ Hkkx , d eq r oki l fd; k x; k g\$&

(b) Portion of the principal is paid in equal monthly instalments, and the balance is paid in lumpsum -

$$C; kt \quad \frac{3}{4} \quad \frac{, u}{2} \quad \frac{, y}{2} \times \frac{vkj}{100} \times \frac{1}{12}$$

$$\text{Interest} = \frac{n}{2} (a+l) \times \frac{r}{100} \times \frac{1}{12}$$

1/4 1/2 oki l h fu; fer ughag&

(c) Repayment is not regular -

i R; d ek g dh vfire frffk dk\$ 'k\$ /kujkf' k dks tkMk tkuk pkfg; src&  
The balances outstanding on the last day of each month should be added up.  
Then -

$$C; kt \quad \frac{3}{4} \quad \text{dy } C; kt \text{ ns } 'k$ \times \frac{1}{12} \times \frac{vkj}{100}$$

$$\text{Interest} = \text{Total interest bearing balance} \times \frac{1}{12} \times \frac{r}{100}$$

tgk;  
Where

- , u & , d eq r Hkxrkuj ; fn dkbz gks rk\$ ml s l fefyr djrs gq s dy fd' rka dh l \$; k A
- n & No. of instalments including last instalment of lumpsum payment, if any.
- , & eiy /ku jkf' k A
- a & Amount of principal.
- , DI & oki l h dh] i R; d fd' r dh /kujkf' k A
- x & Amount of each instalment of repayment.
- vkj & C; kt dh nj A
- r & Rate of interest.
- , y & vfire 'k\$ ftl dsfy; sC; kt ns g\$A
- l & Last balance for which interest is due.

### fVl i f. k; k;

#### NOTES:-

1. fdl h ek g ds oru ea l s dh tkus okyh ol yhl] ; g ekuk tk; sk fd ml l s vxys ek g dh i fke frffk dks dh tk; s hA  
Recovery made from the pay for a month is deemed to be made on the first of the succeeding month.

2. fdl h dg ds oru ea l s dh xbz ol yjh rFkk ml h ekg ea ; fn dkbz , d eqr Hkqrku fd ; k@fd ; s x ; k@x ; sgkark ml s , d fd' r ekuk tkuk pkfg ; \$ mnkgj . kFkZ tc fdl h fd' r dh ol yjh vi sy ekg ds oru l s ] 30 vi sy dks dh xbz g\$ ; fn ' kSk dk , d eqr Hkqrku fdl h l e ; ¼ d ; k vf/kd fd' rka e½ vi sy ekg ea fd ; k x ; k g\$ rks i & fcy l s dh xbz ol yjh rFkk , d eqr Hkqrku ¼ Hkqrkuk½ dks l = ¼ c½ ds fy ; s , d fd' r ds : lk ea yuk pkfg ; A

The amount recovered from pay and any lumpsum payment(s) during that particular month should be taken as one instalment; eg., when an instalment is recovered from pay for April, paid on 30<sup>th</sup> April, if the balance is repaid in lumpsum any time (in one or more instalments) during April, the recovery through pay bill and the lumpsum payment(s) should all be taken as one instalment, for formula (ii).

3. C ; kt dh fu/kkZjr nj dñz l jdkj dh dl kS/h ds vuq lk yxkbz tk ; xh A  
The prescribed rates of interest will be chargeable as per Central Government norms.
4. fcuk vfxe /kujkf' k rFkk ml ds C ; kt dk iwkZ : lk l s Hkqrku fd ; s okgu dks cpus ; k glrkarfjr djus ds fy ; s l {ke i kf/kdkjh dh i wZ vuqfr vko' ; d gksxA fcØh vkxe dks , d s ekeyka ea tgl ; rd vko' ; d gks vfxe /kujkf' k rFkk ml ds C ; kt ds Hkqrku ea yxk ; k tkuk pkfg ; s A

Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the advance with interest thereon. The sale proceeds in such cases should be applied towards repayment of the advance with interest, to the extent necessary.

**4. uke ; k ; y[kk 'kh"lz %&**  
**Debited Head :-**

vfxeka dh /kujkf' k ; k vfxe y[kk & 'kh"lz ds vllrxr bl mnas ; grq vkoVr fuf/k ds uke Mkyh tk ; xhA

The amount of Advances will be debited to the funds allotted for this purpose under the Head "Advances".

**ekSj dkj vfxe**  
**MOTOR CAR ADVANCE**

**1. vgrk %&**  
**ELIGIBILITY :-**

¼ fDVI cñh HkRrk rFkk i xfr jkd oru of) ½ l fgr #- 10]500 i fr ekg ewy oru ; k ml l svf/kd i klr djus okys vf/kdkjh bl vfxe /kujkf' k dks Lohdr fd ; s tkus grq vgZ gA l q k= ekeyka ea l {ke i kf/kdkjh }kjk bl ea NW inku dh tk l drh gA

Officers drawing basic pay (including NPA and stagnation increment) of Rs. 10,500 p.m. or more are eligible for the grant of the advance. This may be relaxed by the Competent Authority in deserving cases.

**2. /kujkf' k %&**  
**AMOUNT :-**

i Fke vol j ij ; g #- 1]80]000 ; k ¼ fDVI cñh HkRrk rFkk i xfr jkd oru of) ½ l fgr X ; k jg ekg dk oru ; k dkj dh dher ea l s tks Hkh de gks ml rd l hfer gksxA

On the first occasion restricted to Rs. 1,80,000 or eleven months' basic pay (plus NPA and stagnation increment) or the price of the car to be purchased, whichever is the least.

ml dsrgjar ckn f}rh; vol j ij ; g #- 1]60]000 ; k %i fDVI cnh HkRrk rFkk i xfr jksd oru of}½  
l fgr X; kjg ekg dk oru ; k dkj dh dher ea l s tks Hkh de gks ml rd l hfer gkskA  
On the second/subsequent occasions, restricted to Rs. 1,60,000 or eleven months' basic pay  
(plus NPA and stagnation increment) or the price of the car to be purchased, whichever is the  
least.

f}rh; @Øeokj vfxe /kujkf'k] fcuk igys okgu dks cps gq s vyx rjg ds okgu dh [kjhn gsrq  
Lohdk; Z gksxh] i jarq'kSk i w&vfxe /kujkf'k dks C; kt l fgr i wZ : lk l s oki l fd; k tkuk gkskA  
Second/subsequent advance for the purchase of a different type of vehicle is admissible  
without selling the previous vehicle, but the balance of the previous advance with interest  
should be repaid in full.

ekS/j dkj [kjhnus gsrq f}rh; ; k i R; d vlxkeh vfxe] ml l s i w&vfxe i klr fd; s tkus dh frfFk l s  
pkj o"Z ckn gh Lohdk; Z gksxh( ; g 'krZ ykxw ugha gksxh ; fn&  
Second or every subsequent advance for the purchase of motor car will be admissible only after  
four years from the date of drawal of the earlier advance; this condition will not apply -

- (i) igyk vfxe ekS/j l kbDy [kjhnus gsrq Fkk rFkk nll jk vfxe ekS/j dkj [kjhnus gsrq gA  
if the preceding advance was for motor cycle and the second advance is for a motor car.
- (ii) tCk fd l h l jdkjh de pjkjh u} , d o"Z l s vf/kd l e; ds fy; s fonSk ea i frfu; fDr@i f'k{k.k  
ij tkus l s i wZ viuh ekS/j dkj Hkkjr ea cp nh gks rFkk vc Hkkjr fcuk dkj ds ykS/k gka  
when a Government servant disposes of his motor car in India prior to deputation/ training  
abroad lasting for more than a year and returns to India without a car;

**3. cAlkd %&  
MORTGAGE :-**

[kjhnus ds ckn ekS/j dkj] funs'kd] vkbZ/vkbZVh- #Meh ds uke cAlkd gksxhA  
The Motor Car after purchase, be mortgaged to the Director, IIT Roorkee.

**4. oki l h %&  
REPAYMENT:-**

200 l eku ekfl d fd'rka l s vf/kd ea ughA l jdkjh de pjkjh LoPNk l s , d ekg ea , d l s vf/kd  
fd'rka dk Hkqrku dj l drk gA ol nyh vfxe dh i kflr dsrgjar ckn i fke oru@ vodk'k oru@  
fuokZg HkRrs l s i kjk dh tkuh pkfg; A  
In not more than 200 equal monthly instalments. The Government servant may at his option  
repay more than one instalment in a month. Recovery should start from the first issue of  
pay/leave salary/subsistence allowance after the drawal of advance.

**5. C; kt %&  
INTEREST:-**

U; wure ekfl d fd'rka ea ol ny fd; k tkuk pkfg; A i R; d fd'r dh /kujkf'k eny /kujkf'k dh oki l h  
gsrq fu/kkZjr fd'r dh /kujkf'k l s vf/kd ugha gksuh pkfg; A  
To be recovered in minimum number of monthly instalments. Amount of each instalment to be  
not greater than the amount fixed for repayment of principal.

; fn vfxe /kujkf'k , d l s vf/kd fd'rka ea i klr dh xbz gkS rks C; kt dh nj i fke fd'r dh i kflr  
dh frfFk ds l UnHkZ ea fu/kkZjr dh tk; schA  
If the advance is drawn in more than one instalment, the rate of interest is determined with  
reference to the date of drawal of first instalment.

**6. vkonu ifØ; k %&**  
**APPLICATION PROCEDURE -**

vfxæ grq vkonu djus dh ifØ; k i i = I h, & I] I h, & II] I h, & III o I h, & IV ea nh gq h gÅ  
The procedure of applying for advance is given at Form CA-I, CA-II, CA-III & CA-IV.

**ekv/j l kbðy@LdWj vfxæ**  
**MOTOR CYCLE/SCOOTER ADVANCE**

**1. vgrk %&**  
**ELIGIBILITY :-**

¼i fDVI cnh HkRrk rFkk iæfr jkd oru of}½ l fgr #- 4]600 ifr ekg emy oru ; k ml l svf/kd i klr djus okys vf/kdkjh bl vfxæ /kujkf'k dks Lohdr fd; s tkus grq vgZ gÅ l q k= ekeyka ea l {ke ikf/kdkjh }jk bl ea NW inku dh tk l drh gÅ  
Officials drawing basic pay (including NPA and stagnation increment) of Rs. 4,600 p.m. or more. This may be relaxed by the sanctioning authority in deserving cases.

**2. /kujkf'k %&**  
**AMOUNT :-**

ifke vol j ij ; g #- 30]000 ; k ¼i fDVI cnh HkRrk rFkk iæfr jkd oru of}½ l fgr 6 ekg dk oru ; k ekv/j l kbðy@LdWj@eki M+dh vuæfur dher ea l s tks Hkh de gks ml rd l hfer gkskA  
On the first occasion restricted to Rs. 30,000 or 6 months' basic pay (plus NPA and stagnation increment) or the anticipated price of motor cycle/ scooter/ moped, whichever is the least.

ml ds rgr ckn f}rh; vol j ij ; g #- 24]000 ; k ¼i fDVI cnh HkRrk rFkk iæfr jkd oru of}½ l fgr 5 ekg dk oru ; k [kjhns tkus okys ekv/j l kbðy@LdWj dh dher ea l s tks Hkh de gks ml rd l hfer gkskA  
On the second/subsequent occasions restricted to Rs. 24,000 or 5 months' basic pay (plus NPA and stagnation increment) or the price of motor cycle/ scooter to be purchased, whichever is the least.

f}rh; @Øeokj vfxæ /kujkf'k l jdkjh vfxæ dh l gk; rk l sfy; sx; si gys okgu dks fcuk cpsg q s vyx rjg ds okgu tS sfd dkj dh [kjhns grq Lohdk; Z gksch] i jarq 'kSk i w&vfxæ /kujkf'k dks C; kt l fgr i wZ : lk l soki l fd; k tkuk gkskA  
Second/ subsequent advance for purchase of different type of vehicle, viz., motor car, is admissible without selling the vehicle previously purchase with advance from Government; but the balance of the previous advance with interest should be repaid in full.

**3. oki l h %&**  
**REPAYMENT :-**

70 l eku ekf l d fd' rka l svf/kd ea ughA  
In not more than 70 equal monthly instalments.

4. **C; kt %**  
**INTEREST:-**

U; ure ekf l d fd' rkaeaol ny fd; k tkuk pkfg; A iR; d fd' r dh /kujkf' k ey /kujkf' k dh oki l h grqfu/kkfjr fd' r dh /kujkf' k l svf/kd ugha gkuh pkfg; A

To be recovered in minimum number of monthly instalments. Amount of each instalment to be not greater than the amount fixed for repayment of principal.

; fn vfxe /kujkf' k , d l svf/kd fd' rkaea iklr dh xblgk rksC; kt dh nj i fke fd' r dh iklr dh frfk ds l UnHkZ ea fu/kkfjr dh tk; schA

If the advance is drawn in more than one instalment, the rate of interest is determined with reference to the date of drawal of first instalment.

5. **vkouu ifdz k %**  
**APPLICATION PROCEDURE:-**

vfxe grqvkouu djus dh ifdz k i = l [ ; k l h, &1] l h, &AA] l h, &AAA o l h, &Av eanh gq h gA  
The procedure of applying for advance is given at Form CA-I, CA-II, CA-III & CA-IV.

**l kbly vfxe**  
**CYCLE ADVANCE**

1. **vgrk %**  
**ELIGIBILITY :-**

, d sdepkjh ftudk ey oru ¼ i xfr jkd oru of }½ l fgr #- 5]000 ifr ekg l svf/kd u gkA  
An employee, whose basic pay (plus stagnation increment) does not exceed Rs.5,000 p.m.

2. **/kujkf' k %**  
**AMOUNT :-**

#-1500 ; k fcØh dj l fgr vuøfur eW; ] tksHh de gkA  
Rs. 1,500 or the anticipated price including sales tax, whichever is less.

3. **'krā %**  
**CONDITIONS :-**

1. vfxe /kujkf' k iklr djus ds , d ekg ds vñj l kbly dk fooj.k , oa udn j l hn i Lrø dh tkuh pkfg; A  
Should furnish cash receipt, and particulars of the cycle within one month of drawing the advance.
2. i fke vfxe /kujkf' k l s 3 o"kl ds vñj l kekl; : lk l si q% vfxe /kujkf' k Lohd' r dh tkuh vuøll; ugha gkschA  
Subsequent advance will not ordinarily be admissible within 3 years of the first advance.
3. mlga ojh; rk nh tk; sch ftUgkus foxr 5 o"kl l svfxe /kujkf' k iklr ugha dh gA  
Priority to be given to those who have not availed the advance during the preceding five years.
4. fuyfEcr depkjh dks vuøll; ugha gkschA  
Cannot be granted to an official under suspension.

5. ; fn l kbZdy igys l sgh [kjh n dj ml dk Hkqrku fd; k tk pplk gS rks vfxe /kujkf'k Lohdr ugha dh tk l drh tc rd fd ; g [kjh n rFkk Hkqrku vfxe grqvkonsu djus dh frffk l srhu ekg ds vlnj vLFkkbZ \_\_.k yodj u fd; k x; k gkA

Cannot be granted if the bicycle has already been purchased and paid for, unless it was purchased and paid for by raising temporary loan within 3 months from the date the advance was applied for.

4. **oki l h %**

**REPAYMENT :-**

30 l eku ekf l d fd' rka l svf/kd ea ugha A  
In not more than 30 equal monthly installments.

5. **ol wjh %**

**RECOVERY :-**

ol wjh vfxe dh i kflr ds rjar ckn i fke oru rFkk@; k vodk'k oru ; k fuokg HkRrs l s i kj Hk gkxhA

Recovery will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of the advance.

6. **C; kt %**

**INTEREST :-**

ewy /ku dh oki l h ds ckn , d ; k vf/kd fd' rka ea ol wjh fd; k tkuk gA  
To be recovered in one or more instalments after repayment of the principal.

**i l luy dEl; Wj vfxe**  
**PERSONAL COMPUTER ADVANCE**

1. **vgRk %**

**ELIGIBILITY :-**

¼ fDVI canh HkRrk rFkk ixfr jkd oru of }½ l fgr #- 10]500 ifr ekg ewy oru ; k ml l svf/kd i klr djus okys vf/kdkjh bl vfxe /kujkf'k dks Lohdr fd; s tkus grq vgZ gA l q k= ekeyka ea l {ke i kf/kdkjh }kj k bl ea NW inku dh tk l drh gA

Officers drawing basic pay (including NPA and stagnation increment) of Rs. 10,500 p.m. or more are eligible for the grant of the advance. This may be relaxed by the Competent Authority in deserving cases.

2. **/kujkf'k %**

**AMOUNT :-**

i fke vol j ij 80]000 #- rFkk f}rh; ; k Øekxr vol j ka ij 75]000 #- ; k ¼cuk dLVe M; Wjh d} ; fn dkbZ gks rks dEl; Wj dh vupkfur dher ea l s tks Hkh de gkA

Rs. 80,000 on the first occasion and Rs. 75,000 on second or subsequent occasions or the anticipated price of the computer (excluding customs duty, if any) whichever is less.



3. 'krā %&

CONDITIONS :-

1. il luy dEl; Wj [kjhnuş grq vfxē /kujkf'k Lohdr fd; s tkus ds fy; s vkonu] ii = l ē; k l h, &1 eafd; k tk; skA  
An application for the grant of advance for the purchase of a Personal Computer shall be made in Form CA-I.
2. il luy dEl; Wj [kjhnuş grq vfxē /kujkf'k dh Øe' k%nw jh ckj Lohdr i fke vfxē /kujkf'k i klr djus dh frfFk ds 3 o'kz iw kZ gks tkus l s i wZ ugha nh tk l drhA  
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.
3. il luy dEl; Wj ij dLVe M; W h ds Hkqrku grq vfxē /kujkf'k Lohdk; Z ugha gA  
Advance not admissible for payment of customs duty on the Personal Computer.

4. oki l h %&

REPAYMENT :-

150 ekfl d fd'rka l s vf/kd ea ughA dEl; Wj vfxē grq l l.Fkku de p kjh l s dh tk jgh dgy ol w h ml dh dgy i j yfC/k; ka ds 50 i fr'kr l s vf/kd ugha gks chA  
In not more than 150 monthly instalments. Total recoveries on account of computer advance, taken by an Institute employee shall not exceed 50% of the total emoluments.

ukeā ; kx; y[kk&' kh" kZ %&

CHARGEABLE HEAD ACCOUNT: -

vfxēka dh /kujkf'k; k; \*\*vfxē^ y[kk&' kh" kZ ds v l r x r bl mnas; grq vkoā Vr fuf/k ds ukeā Mkyh tk; skA  
The amount of these advances will be debited to the funds allotted for this purpose under the Head "Advances".

ykw %& 29 tu 2002 l s  
Applicable :- 29<sup>th</sup> June 2002.

(A K SRIVASTAVA)  
LT. COL. (RETD.)  
REGISTRAR

l @ Hkk-i kSl a#-@l kekl; @du-, Moka k@2002@2105 fnukd 20 vxLr 2002  
No. IITR/Gen/Con. Adv./2002/2105 Dated 20<sup>th</sup> August 2002

ifrfyfi %&

Copy to:-

1. l eLr foHkkxk/; {k@dlnk/; {k@dk; kZy; k/; {kA  
All Head of the Deptts./ Centres/ Offices.
2. foRr fu; a-dA  
Finance Controller.
3. funs'kd egkn; ds fuf t l fpo dks funs'kd egkn; ds l ipukFkA  
P.S. to Director for Director's kind information please.
4. mi & funs'kd egkn; ds vk' kiyfi d dks mi & funs'kd egkn; ds l ipukFkA  
Steno to Dy. Director for Dy. Director's kind information please.
5. l fefr vutHkkxA  
Meeting Section.