

**GOVERNMENT OF WEST BENGAL**  
**FINANCE DEPARTMENT**  
**Budget Branch**

No. 1567-F.B.

Dated, Calcutta, 6th July, 1999

**MEMORANDUM**

**Subject :** Rules regulating the grant of advance to the State Government Employees for purchase of personal Computer.

The undersigned is directed by order of the Governor to say that the Government has been pleased to allow the State Govt. employees, in terms of Rules 316 of West Bengal Financial Rules, Vol. - I, to draw an advance not exceeding Rs. 50,000/- for the purchase of Personal Computer subject to the following terms and conditions

- i) The advance may be restricted to Rs. 50,000/- or 6 months' basic pay of the applicant or the anticipated price of the Computer (excluding Customs duty, if any), whichever is the least. The advance will be granted to the employees whose basic is Rs. 8,000/- or more per month.
  - ii) The officer concerned will be entitled to draw a personal computer advance provided he was repaid full with interest; the advance availed of earlier for the purchase of a personal computer.
  - iii) The applicant should be required to execute an Agreement in the appropriate form as enclosed before drawing the advance agreeing to mortgage the said personal computer to the Government as soon as the purchase of the said Computer is completed. For the purpose F.R. Form No. 35 for executing the Agreement and F.R. Form No. 36 for mortgaging the personal Computer to the Government as prescribed in Rule 316 of W.B.F.R., Vol.-I may be used,
  - iv) An application for the grant of advance for the purchase of personal Computer shall be required to be made as per Form enclosed.
  - v) No advance for the payment of customs duty on the personal Computer shall be sanctioned.
  - vi) The advance shall be recovered in such number of equal monthly instalment as the office concerned may elect on option, but not exceeding 200 monthly instalments. The recovery shall commence from the first issue of pay after drawal of the advance. The amount of interest to be accrued thereon shall be recovered in subsequent monthly instalments, each instalment of interest being not lesser than the amount of each instalment of principal was recovered.
  - vii) Simple interest as such rates as may be fixed by Government from time to time shall be charged on advances granted to Government servants for the purchase of a personal Computer.
2. The advance for the Personal Computer will be debited to the head "7610 Loans to Government Servants, etc. 00-800-Other Advances-NP-Non-Plan-002Advances for other purposes".
  3. Necessary action for insertion of this provision in appropriate rule of the W.B.F.R, Vol - I will be taken in due course.

Sd/- S. Gupta  
Joint Secretary to the  
Government of West Bengal