



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 संस्थागत क्षेत्र, शाहीद जेत सिंह मार्ग,
नई दिल्ली 110 602
18, Institutional Area, Shaheed Jeet Singh Marg
New Delhi 110 602
Fax: 26514179 फोन TEL: 26858570
e-mail: kvssao@hub.nic.in
website: www.kvsangathan.nic.in

F.No. 11094/3/2009-KVS HQ[Admn.II] /928

Date : 02-12-2009

1. The Assistant Commissioner,
Kendriya Vidyalaya Sangathan
All Regional Offices

2. The Director,
All ZIETs of
KVS

Subject: Allocation of funds under Budget Estimates 2009-2010 for purchase of Personal Computer.

Sir/Madam,

A sum of Rs. 40,00,000/= [Rupees forty lakhs only] has been allotted as "Personal Computer Advance" for the Officers of KVS[HQ], Regional Offices, 04 ZIET Offices and Kendriya Vidyalayas under the Budget Estimate for the year 2009-10.

2. The applications for advance will be considered on the basis of conditions laid down in GFR for this purpose.

3. The eligibility conditions for the sanction of advance for purchase of Personal Computer are as under:

- Officers drawing pay in the pay band of Rs. 19530/= [Nineteen thousand five hundred and thirty only] or more are eligible for grant of the advance. An amount of advance not exceeding Rs. 80,000/= on the first occasion and Rs. 75,000/= on the second or subsequent occasion or the anticipated price [excluding customs duty, if any] whichever is less.
- An amount not exceeding Rs. 30,000/= [Rupees thirty thousand only] or the anticipated price [excluding customs duty, if any] whichever is less, may be sanctioned to Government servants for purchase of personal computer whose pay in the pay band of Rs. 8560/= or more and who are not eligible for grant of motor car advance.
- Application for the grant of advance for the purchase of a Personal Computer shall be made in Form VI of GFR.
- Second or subsequent advance for the purchase of Personal Computer cannot be granted before expiry of 3 years from the date of drawal of the earlier advance.
- Advance is not admissible for payment of custom duty on the Personal Computer.

4. You are requested to obtain the applications from the eligible and interested Officers of Regional Offices and Kendriya Vidyalayas in the prescribed form and send the same to this office duly recommended by 01-01-2010.

Please acknowledge the receipt of this letter.

Yours faithfully,

[RAJ NATH SINGH]
SENIOR ADMINISTRATIVE OFFICER

① Copy to All Officers of KVS [Hqrs.] – Interested and eligible officers may kindly send their applications for computer advance to the Section Officer [Admn.II] in the prescribed proforma latest by 01-01-2010.

2. EO(EDP) with the request to display on KVS website.

SENIOR ADMINISTRATIVE OFFICER

website
Dhruv
8/12/09
SO (EDP)



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F.No. 11094/2/2009-KVS HQ[Admn.II]

Date : 26-11-2009

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1. The Assistant Commissioner,
Kendriya Vidyalaya Sangathan
- All Regional Offices

2. The Director,
All ZIETs of
KVS

Subject: Allocation of funds under Budget Estimates 2009-2010 in respect of Conveyance Advance.

Sir/Madam,

A sum of Rs. 75,00,000/= [Rupees Seventy five lakhs only] has been allotted against the Head of Conveyance Advance for the employees of KVs, 18 Regional Offices, 04 ZIET Offices and KVS[HQ] under the Budget Estimate for the year 2009-10 with the following break up:-

Sl.No.	PURPOSE	Funds allocation proposed [Rupees]
1.	Car Advance for all eligible staff members on first-cum-first serve basis	1194000
2.	Scooter/Moped Advance for the eligible members of Kendriya Vidyalaya Sangathan[HQ],ROs and ZIETs	900000
3.	Bicycle Advance for the staff of KVS[HQ]	3000
4.	Bicycle Advance for the staff of ROs and KVs @ Rs.4500/= per region to be sanctioned by the AC concerned	81000
5.	Bicycle Advance for the staff of 4 ZIET offices @ Rs.3000/= per region to be sanctioned by the Director, ZIET	12000
6.	Scooter/Moped Advance for the staff of Kendriya Vidyalayas of 18 ROs i.e. Rs. 2,95,000/= each Regional Office	5310000
		7500000

Contd.....

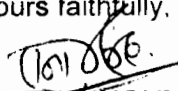
2. To avoid the blocking and surrender of funds at the close of the financial year, the Assistant Commissioner of all the Regional Offices and Director of ZIET Offices have been delegated the power to sanction Scooter Advance and bicycle advance as per eligibility criteria on first come first serve basis i.e. seniority position as per registration of the request maintained by Regional Offices and fulfillment of conditions under GFR in respect of the teaching and non-teaching staff in Kendriya Vidyalayas under their jurisdiction, so that the funds for the same may be utilized in time. The competent authority has also delegated the powers to the concerned Assistant Commissioner for grant of cycle advance to the employees of the Regional Office and Vidyalayas after following the stipulated condition. A certificate should also be submitted to this office that the funds allotted for the purpose have been fully utilized. Otherwise the unspent funds, if any may be surrendered to Kendriya Vidyalaya Sangathan [HQ] latest by 28-2-2010.

3. Scooter Advance [except for employees of KVs] and Motor Car Advance in respect of the staff of KVs, ROs, ZIET offices and KVS [HQ] will continue to be sanctioned by the Headquarters. You are requested to obtain the applications in the prescribed form from the interested eligible employees latest by 21-12-2009 and forward the same to the KVS [Hqrs] along with your recommendation in the prescribed proforma latest by 01-01-2010.

4. A certificate to the effect that applications have been considered in accordance with the rules contained in the GFR and no application of any eligible employee has been left out/rejected without valid reason should be sent while forwarding the application. Reasons for rejecting/recommendation of each application may also be indicated while forwarding the proposal for grant of conveyance advance [Motor Car and Scooter] to the employees. Before forwarding the application it may also be ensured that the applicants are really interested in availing the advance. No request for cancellation of the advance sanctioned will be entertained.

Please acknowledge the receipt of this letter.

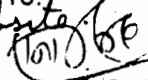
Yours faithfully,


[RAJ NATH SINGH]

SENIOR ADMINISTRATIVE OFFICER

Copy to:

1. All Officers of KVS[Hqrs.] - Interested and eligible Officers/staff may please send their applications for car/scooter/bicycle advance, as the case may be, to the Section Officer [Admn.II] in the prescribed proforma latest by 01-01-2010.

2. BOC(EDP) with the request to display on website 

SENIOR ADMINISTRATIVE OFFICER

FORM VI

[See Government of India's Decision (1) below Rule 21]

**Application form for an advance for the purchase of
Motor Car / Motor Cycle / Personal Computer**

- 1. Name of Applicant :**
- 2. Applicant's designation :**
- 3. District and Station :**
- 4. Basic Pay :**
- 5. Anticipated price of Motor Car / Motor Cycle / Personal Computer :**
- 6. Amount of advance required :**
- 7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer :**
- 8. Number of instalments in which the advance is desired to be repaid :**
- 9. Whether advance for similar purpose was obtained previously and if so –**
 - (i) date of drawal of the advance :**
 - (ii) the amount of advance and / or interest thereon still outstanding, if any :**
- 10. Whether the intention is to purchase -**
 - (a) a new or an old Motor Car / Motor Cycle / Personal Computer :**
 - (b) if the intention is to purchase Motor Car / Motor Cycle / Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services (Conduct) Rules, 1964 :**
- 11. Whether the officer is on leave or is about to proceed on leave –**
 - (a) The date of commencement of leave :**
 - (b) The date of expiry of leave :**

12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car / Motor Cycle / Personal Computer within one month from the date of drawal of the advance?
13. (a) Certified that the information given above is complete and true.
- (b) Certified that I have not taken delivery of the Motor Car / Motor Cycle / Personal Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Date:

Applicant's Signature