

I/468580/2026

**दक्षिण रेलवे/SOUTHERN RAILWAY**

मंडल मुख्यालय / Divisional Office

कार्मिक शाखा / Personnel Branch

सेलम / Salem – 636 005



सं. No.SA/P.483/Advance/Co-Ordn./e-266975

दिनांक/Date: 24.06.2026

All Supervisory Officials/SA Division

Sub: Grant of Advances of Non-Gazetted Railway Employees on Salem Division for the year 2026 - 2027 (Phase-I).

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Applications are invited in the prescribed proforma from eligible employees for granting the following advances for the year 2026-2027 under the terms and conditions of the Railway Board.

Nature of Advance	Eligibility	Amount of Advance
Personal Computer (Desktop/Laptop/iPad)	Non-Gazetted Rly. Servants of SA Division	Maximum Rs 50,000/- or Actual price of PC, whichever is lower

Those employees willing to avail this Personal Computer advance have to submit their application with the necessary quotation.

All applications should bear the forwarding signature of the Branch Officer with date, apart from that, of the Immediate Supervisor. The last date for receipt of application with required enclosures duly signed by the Concerned Branch Officer in this office is **24.07.2026**.

Any application found not in conformity with the above is able to be rejected. Cancellation will not be entertained after the bill is prepared. The total number of instalments (Principal & Interest) should be less than the remaining period of Service. Any declarations found false are liable to be taken up under DAR.

The advance is sanctioned in view of the above conditions, apart from other conditions available/followed in Railways.

Terms & Conditions

1. The present rate of interest is 9.1%.
2. Revised rate of interest may be applicable subject to orders of GOI.
3. The employees who got sanction for the Personal Computer advance should purchase the Personal Computer and submit the following documents/receipts within one month from the date of drawl of advance as per the agreement to be executed by them. Failure to procure the Personal Computer and non-submission of required documents will attract action under DA Rules.

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4. A stamped cash receipt for the purchase of a Personal Computer & Personal Computer insurance Certificate should be submitted by the employee. (Submission of a warranty card or certificate cannot be considered as an insurance certificate).
5. Requests for non-acceptance of the advance for any reason after sanctioning will not be entertained since there is no such provision to cancel the sanctioned advance available in the Loan module of IPAS.
6. Employees must mention no of instalments which he/she desires to repay without fail, since there is no provision in IPAS to modify the number of instalments after sanction of Personnel Computer Advance.

The application, along with the quotation, is to be submitted to the Ch. OS/Co-Ord/PB/SA on or before the closing date, i.e., **24.07.2026**.

Encl.: Application format

Digitally Signed by Ramesh

G

Date: 24-06-2026 12:28:04

Reason: Approved

सहायक कार्मिक अधिकारी/II

Assistant Personnel Officer / II

वरिष्ठ मंडल कार्मिक अधिकारी के लिए/सेलम

for Sr. Divisional Personnel Officer/Salem

C/- PS to DRM for kind information to DRM
PS to ADRM for kind information to ADRM
All Branch Officer/SA for kind information, please.
Ch.OS/PB/Bills & Cadre/SA, Ch.S& WI/SA, Notice Board
DSs/SRMU, DREU, AISCST/REA & AIOBC/REA/SA Divn.

Application Form for the Purchase of Personal Computer
(Railway Boards letter No. F(E)Spl/2016/ADV.4/1(7th CPC) dated 07.02.2017)

01. Name of the Applicant:
02. PF/Emp. No.:
03. Designation, Station & Bill Unit:
04. Level & Pay:
05. Anticipated price of Personal Computer:
06. Amount of Advance required:
07. Date of superannuation or retirement
08. Number of instalments in which the advance is:
desired to be repaid (Maximum no.of Instalments-100)
- 8.1 Number of instalments in which the interest is :
desired to be repaid (Maximum no.of Instalments-50)
09. 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 Personal Computer :

(b) if the intention is to purchase Personal Computer:
through a person other than a regular or reputed
dealer or agent, whether previous sanction of the
competent authority has been obtained as required
under rule 15(2) of the Central Civil Services
(Conduct)Rule, 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
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 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:

Forwarded to Sr.DPO/SA for further necessary action please.

Applicant's Signature

Signature of the Supervisory Official with Seal: