

B' Section

TREASURIES AND ACCOUNTS DEPARTMENT

From

The Commissioner of Treasuries
and Accounts,

"Amma Complex, 3rd Floor,
Veterinary Hospital Campus,

No.571, Anna Salai, Nandanam,

Chennai – 600 035. Ph: 044-24321761

24321764 Fax: 044-24364988.

To

The Director,

Municipal Administration,

Chepauk, Chennai-600 005

Rc. No. 13769/2020/G2, dated :30.05.2020.

Sir/Madam,

Sub	Loans to Government Servants – Advance for the Marriage , Personal Computer , Four Wheelers and Two wheelers for the year 2020-2021 – Procedure for fund request – Regarding.
Ref:	Finance [Budget Co-Ordination] Dept G.O.No.221, Dt: 27.03.2020.

It is well aware that, this department is entrusted with the responsibility of allotting fund as an advance for the Marriage and purchase of new Personal Computers / Two Wheelers / Four Wheelers by the Government employees. The vote on account for seven months of financial year 2020 -2021 was accorded by the Government vide reference cited.

In this regard the following procedure may kindly be followed while sending requisition letters for the allotment of funds, for the financial year:2020 -2021..

1. Furnishing the details of the applicants:

Details of the applicants may be furnished in the format given in the annexure 1. ***The GPF Account No. / CPS Account No. should be furnished since it is serving as an identification number.***

2. Separate requisition for the allotment of funds for Marriage, Computer , Two wheeler , Four wheeler:

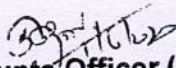
The request for allotment of funds may be given in a separate letter (format enclosed) along with the annexure in the specified format for each type of advance.

3. Complying with the eligibility criteria:

It may be ensured that the individual is entitled for the advance as per the Government orders in force.

M. Puviarasu
For Commissioner of Treasuries
and Accounts

// Forwarded by Order //


Accounts Officer (Bills)
For Commissioner of Treasuries
and Accounts

Encl: Requisition letter format & Annexure 1.

L17 871
1-6-20

*(Format letter for the request of funds)

From

To

The Commissioner of Treasuries
and Accounts,
"Amma Complex" 3rd Floor,
Veterinary Hospital Campus,
No: 571, Anna Salai ,Nandanam,
Chennai – 600 035.

Lr. Rc. No.

dt.

Sir,

Sub Loans to Government Servants – Advance for the Marriage, Personal
Computer, Four Wheelers , Two wheelers for the year 2020 -2021 –
Request of funds – Regarding.

Ref: CTA's Letter Rc.No.13769 /2020/G2, dated: 30.05.2020.

The details of eligible applicants who have requested funds for the sanction of advance
for the Marriage, Personal Computers , Two Wheelers , Four Wheelers are given in the annexure.

A sum of Rs.

(Rupees _____

_____) may be allotted to this department for
sanction of the eligible advance to the individuals for the Marriage , Personal Computers, Two
Wheelers ; Four Wheelers.

Enclosure: Annexure

Signature of the authorized Officer

ANNEXURE

(The particulars are to be furnished separately for each category of advance)

For Purchase of New Two Wheeler/Four Wheeler/Computer/Marriage

DEPARTMENT'S PARTICULARS

Sl.No.	PARTICULARS	
1	Name of the Head of Department/District	
2	Nature of Advance	
3	e-mail ID	
4	Telephone No.	
5	Fax No.	
6	Contact Person	
7	Contact Person Phone No.	

APPLICANT'S PARTICULARS:

Sl.No.	Name	Designation	Basic Pay and Pay Level	GPF/CPS NO.	Individual's Application Date.	Name of the Make/Model (or) Date of Marriage	Amount of Advance Requested in Rs.

Certified that the individual mentioned above is entitled for the advance requested by him and the particulars furnished above are verified and found correct. The request for funds was not made for the above individual for the said advance during the financial year 2020 -2021

Signature of the authorized Officer