

**POWER SYSTEM OPERATION CORPORATION LIMITED
CORPORATE HR DEPARTMENT**

Ref. No : CC/HR/Policy/

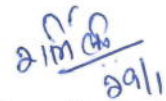
Date: 29.01.2018

CORPORATE HR CIRCULAR NO: 1/2018

Sub : Multi-Purpose advance-Modification thereof.

- 1.0 The Scheme of Multi-Purpose Advance has been reviewed and it has been decided to revise the following provisions in the rule:
- (a) Multi-Purpose advance shall be 03 months Basic Pay plus DA as on date of application of employees in executives, supervisor and workmen categories.
 - (b) The advance will be recoverable in maximum of 48 equal monthly installments (excluding the month of drawal of advance) or period of remaining service, whichever is earlier. Subsequent advance shall only be sanctioned 12 months after the date of sanction of previous advance and upon repayment of existing advance.
 - (c) Employees who are due for retirement or superannuation within 12 months from the date of application shall not be eligible for Multi-purpose advance.
 - (d) Employees shall not be required to furnish any Sureties.
- 2.0 Employees shall be eligible for the revised Multi-Purpose Advance only when the outstanding advance against Furniture/ Vishesh Sansadhan Advance/ Multi-Purpose advances have been repaid in full.
- 3.0 With modifications in above mentioned Multi-Purpose advance rules, the schemes of furniture advance for executives/supervisors and Vishesh Sansadhan advance for workmen shall stand abolished.
- 4.0 The revised scheme of Multi-Purpose Advance is enclosed at Annexure-A.

This issues with the approval of Competent Authority.



(Sharmila Modwal)

Dy. General Manager (HR)

Distribution:

All Heads of RLDCs/NLDC
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MULTI-PURPOSE ADVANCE

1.0 Short Title

The rules may be called "POSOCO Multi-Purpose advance Rules".

2.0 Eligibility

These rules shall be applicable to employees on regular rolls of the Company including lien holders and deputationists, but excluding:

- i) Persons appointed on contract basis
- ii) Apprentices and trainees, whether engaged under Company's own training scheme or under the Apprentices Act, 1961.
- iii) Muster roll, daily rated, casual, badli or substitute employees.

2.1 The advance will be admissible to employees on duty as well as during any kind of leave on full pay.

3.1 Following employees will not be eligible for this advance:

- (i) Employee during suspension period.
- (ii) Employee who are due for retirement or superannuation within 12 months from the date of application
- (iii) Employee who is on probation period on initial joining the Corporation. However, employees who have completed one year of service on initial joining the Corporation shall be eligible for Multi-Purpose Advance not awaiting probation clearance, if the delay is due to verification of documents/ certificate etc. and no adverse report exists against them. However, such employees have to submit undertaking to the effect that in case the probation period is extended they shall return the Multi-Purpose advance together with interest to Corporate/ Regional Finance department forthwith.

4.0 Purpose

The Purpose of the scheme is to grant an interest free recoverable advance to employees to meet contingency requirement.

5.0 Amount

5.1 The amount of advance admissible shall be three months Basic Pay and prevailing Dearness Allowance as on the date of application.

5.2 The advance shall be interest free.

5.3 The subsequent advance shall only be sanctioned 12 months after the date of sanction of previous advance and upon repayment of existing advance. If the repayment of advance (in whole or part) is made then the same shall be done through salary.

5.4 The advance shall be granted to those employees in whose case total deduction from salary does not exceed 75% of the Gross Pay.

6.0 Procedure

The Employee desirous of availing multipurpose advance shall apply in the prescribed format to HR Department for budget and after checking the eligibility HR deptt. shall forward the same to F&A Department for release of payment. (Format enclosed in Annexure.)

7.0 Recovery

7.1 Recovery of the advance shall be made from the salary of the employee in maximum 48 (forty eight) equal monthly instalments (excluding the month of drawal of advance or period of remaining service whichever is earlier).

7.2 The first recovery will commence from the salary bill of the employee for the month following that in which the advance is drawn.

8.0 General

8.1 These rules are framed entirely as a welfare measure and do not confer any right or benefit on the employees nor impose any obligation or liability, whatsoever, on the Company and shall not be deemed to be any contract or condition of service between the Company and any such employee.

8.2 The grant of advance under these Rules shall always be subject to availability of funds.

8.3 The power to interpret and administer the rules shall vest with the Chairman and Managing Director of the company whose decision shall be final and binding. The Chairman and Managing Director is also empowered to make any supplementary rules/orders to regulate the frequency/periodicity of the grant of advance to an individual employee, in case so necessitated due to receipt of a comparatively larger number of applications.

8.4 The Company reserves the right to modify, cancel, add or amend any of these Rules.

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APPLICATION FOR MULTI-PURPOSE ADVANCE

1. Name of the Applicant :
2. Employee No. :
3. Designation/Grade :
4. Place of Posting :
5. Basic Pay of the Applicant :
6. Amount of Advance required :
7. No. of instalments in which the Advance is desired to be repaid (max. 48 month) :
8. Date of Retirement :
9. **DECLARATION:**
 - 9.1 I have read and understood the Rules under which the advance will be sanctioned by the Company and agree to repay the advance in maximum of 48 equal monthly instalments. I agree to abide by the conditions of grant of advance prescribed by the Company.
 - 9.2 The details furnished in the application are correct to the best of my knowledge and belief.
 - 9.3 I undertake to refund the entire balance amount of advance in the event of leaving the service of the company either before superannuation or otherwise.
 - 9.4 No Multipurpose /Furniture Advance/ Vishesh Sansadhan Advance is outstanding against me.

Date:

Signature of the employee

For use in HR Department

Verified the Eligibility/Budget

Manager (Fin.)

UNDERTAKING

I..... give an undertaking that I have completed one year of service on initial joining the company but probation clearance is awaited due to verification of documents/ certificate etc. In case the probation period is extended beyond one year then I shall return the Multi-Purpose advance with interest to Corporate / Regional Finance Department forthwith.

(Signature)

Name:
Emp. No.:
Designation:
Department: