



डेडीफ्रेट कॅरिडोर

Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Registered Office: 101 A, Rail Bhawan, New Delhi- 110001, Web: www.dfccil.org

No.HQ/HR/3/Multi-Purpose Advance Rules

Dated 07/08/2015

C I R C U L A R

Sub: DFCCIL Multi-Purpose Advance Rules

The Board of Directors in their 48TH Meeting held on 12/02/2015, has approved Multi-Purpose Advance Rules for DFCCIL employees.

Accordingly, a copy of DFCCIL Multi-Purpose Advance Rules is enclosed herewith for information of all concerned.

DA: As above.

(R.S. Rawat)
Dy.GM/HR

E-Mail to:

1. Secretary to MD – for kind information of M.D.
2. Dir. (Infra.), Dir. (PP), Dir. (Fin.), Dir. (OP&BD) and C.V.O. – for information.
3. All GGMS/GMs/AGMs/DGMs and employees working under them – for information.
4. All CPMs/ACPMs and employees working under them – for information.
5. Company Secretary.

DFCCIL MULTI-PURPOSE ADVANCE RULES

It has been decided to introduce Multipurpose Advance facility to employees of DFCCIL.

1.0 PURPOSE

The Multipurpose Advance would provide financial assistance to the employees for their various needs like marriage of self or children, education of self or children, purchase of household appliances including computer, furniture and home furnishing requirements etc. except **HBA & Conveyance Advance**.

2.1 SCOPE:

These rules shall apply only to the regular employees of the company and shall not apply to Deputationists, Consultants, or Re-employed or those working on daily wages, Outsourced manpower or contractual basis.

2.2 ELIGIBILITY:

- Regular employees of the company who have completed their probation period (two years) as on date of application for advance will be eligible to be granted advance under these rules.
- Employees joining DFCCIL on Immediate/permanent absorption shall also be eligible if they have completed 5 yrs. of continuous service, including the service in previous PSU/Govt. Deptt.

2.3 SOURCE OF FUND

A budgetary allocation of Rs.2.25 crores to start with will be provided by DFCCIL.

2.4 AMOUNT OF ADVANCE:

The amount of advance to be sanctioned would be as under:

- i. Upto Rs. 3.0 lakhs for below Executive level;
- ii. Upto Rs. 3.5 lakhs for Executive to Manager level;
- iii. Upto Rs. 4.0 lakhs for DGM to Addl. General Manager; and
- iv. Upto Rs. 5.0 lakhs for General Manager & above.

The advance sanctioned for payment would be subject to repaying capacity of the employees and budget allocation for multipurpose advance every financial year.

2.5 CEILING OF ADVANCE:

- The advance may be drawn partially in maximum 3 installments. The balance amount remains at the credit of the employee till he utilizes the entire advance.
- The advance is restricted to 2 times in entire service, subject to repayment of previous advance so drawn and not earlier than expiry of 5 years from the date of drawal of first advance. Subsequent advance will be granted only after full recovery of the previous advance including accrued interest.

2.6 INTEREST:

The rate of interest for Multipurpose Advance sanctioned under these rules would be 7.5%. The advance shall carry simple interest from the month of payment of advance. The amount of interest shall be calculated on the balance outstanding on the beginning of each month. The advance shall be recovered from the month following the month in which first installment of advance is drawn.

The advance shall be recovered in maximum 84 installments (Principal + interest) from the salary, subject to remaining number of months of service of the employee.

Company reserves the right to change the rate of interest at any time.

2.7 REPAYMENT

The capacity of the applicant to repay the advance shall be worked out before grant of advance in order to ensure that the principal together with interest thereon, is fully recovered before the applicant retires from the service.

The total deductions towards all advances should not exceed 50% of the total gross emoluments which does not include statutory/voluntary deductions and further in any case, total deductions including statutory deductions viz. PF, Income tax. etc. should not be more than 75% of total gross emoluments.

2.8 MODE OF PAYMENT:

The employee shall have the option of pre-payment of the entire outstanding balance in one installment at any time during the currency of the loan, subject to realization of interest as applicable till that month.

2.9 SECURITY:

The security shall be obtained in the form of Agreement & Surety Bond. A surety bond from two employees shall be furnished by the applicant who have completed at least 5 years of service and who is of a status equal to or higher than that of the applicant before the sanctioned advance or any part thereof is disbursed.

2.10 PROCEDURE OF SANCTION:

- Sanctions will normally be done on **first come first served basis** by the HR Department limited to budget allocation for the year, satisfactory evidence of the purpose of utilization of loan submitted by the employee.
- GM/HR will be the authority for sanction of the advance, subject to availability of funds in the budget.
- Application for Advance shall be made by the employees in the prescribed format as per Annexure – 1 hereto.
- Documentary support required alongwith loan application (Annexure-II)
- Evidence of utilization e.g. in case of purchase of vehicles, equipments, fee payment, purchase of furniture/furnishing items, copies of invoices will be submitted within 30 days of drawal of loan, failing which loan should be returned immediately and on any delay, penal interest at 3% will also be charged and advance recovery can be accelerated/made of any dues.
- In case of large number of applicants, HR Department reserves the right to prioritize cases to be sanctioned.
- **The amount of Multipurpose Advance so granted shall be minus the existing advances other than HBA/Conveyance Advance taken by the employee.**

2.11 INTERPRETATION/RELAXATION/DELETION/ MODIFICATION

In case of any doubt or dispute regarding interpretation of these rules, the decision of Managing Director shall be final. He will also have the power to frame rules from time to time and relax/delete/modify/revise, etc any of the items of the provisions of these rules found necessary to be recorded in writing. The Managing Director, DFCCIL is also empowered to increase the budgetary allocation from time to time. Any substantial /significant change in the Multi-Purpose Advance Rules will be informed to Board.

DFCCILAPPLICATION FOR MULTIPURPOSE ADVANCE

1. Name of the Applicant :
2. Employee Code :
3. Designation :
4. Place of Posting :
5. Present basic pay :
6. Pay scale :
7. Purpose for advance :
- 7(a). Contact No. :
8. (a) Date of appointment :
(b) Date of Birth :
(c) Date of superannuation :
- 9 (a) Amount of advance required :
(b) Earlier advances, if any, amount of advance & interest accrued thereon (on the date of application) :
10. No. of installments in which the Advance is desired to be repaid :
11. Whether Multipurpose Advance availed earlier with balance Outstanding. :
12. Names & signatures of Sureties 1. 2.
a) Designation :
b) Basic Pay :
c) Date of superannuation :
- 13 a) Certified that the information furnished above is correct.
b) Certified that I have read the rules and will abide by them.

I hereby authorize the company to recover any outstanding amount from my settlement/final dues.

Dated :

(Signature of Applicant)

Certified that particulars given above and the case is recommended. (to be signed by HR Department).

(Note : Papers attached with application should be duly signed by employee).

Annexure-II

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

1. Photocopy of latest pay slip.
2. For Marriage of self or children – Marriage card/Invitation card & dependent certificate.
3. Education of children – Details of Expenditure from the Institute.
4. Purchase of Electronic appliances including computer & other domestic requirements – Quotation
5. Furnishing/furniture for House – Estimate.