

SUB: APPLICATION FOR MULTI PURPOSE ADVANCE

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| 1. | Employee can avail max. of Rs.2,00,000/- or 10 times of the basic pay, whichever is less, as advance. |
| 2. | Advance can be availed in maximum two instalments. |
| 3. | Advance is given once only in entire service. |
| 4. | Recovery - Principal in maximum 60 instalments & Interest in maximum 10 instalments. |
| 5. | Surety required in case of employees with less than 10 yrs. of service & deputationists. Surety should be from IRCON employee with residuary service of 5 yrs. on the date of application. |

Note:

- Information in respect of all columns is compulsory for processing of application.
- * Strike out whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	

5.	Scale of Pay	Rs. _____ (IDA/CDA)	6.	Basic pay	Rs. _____ p.m.
7.	Status	* Contract/ Adhoc/ Regular/ Deputationist	8.	Date of Joining IRCON	
9.	Purpose for which advance required				
10.	Amount of advance admissible		Rs.		
11.	Amount of advance applied (a) (entire or 1st instalment)		Rs.		
(b)	Amount of advance applied for 2 nd instalment		Amount already availed in 1 st instalment Rs. _____	Balance amount payable Rs. _____	
12.	If the employee is a deputationists - Date of expiry of deputation period (5 years)		___/___/___		
13.	No. of instalments in which advance is to be repaid		Principal - ____ no. of instalments (max.60 instalments)		
			Interest - ____ no. of instalments (max.10 instalments)		

UNDERTAKING

- I have not availed Multipurpose advance so far. I shall be liable for disciplinary action if information in this regard is found incorrect.
- I hereby undertake to repay all outstanding dues against my name on account of unpaid principal / interest towards Multipurpose advance availed by me before my * repatriation / resignation / superannuation.
- I also undertake that I shall comply with the rules for Income tax, in force during the year.
- I hereby authorise the company to recover any outstanding amount from my settlement dues.

Encl: Current Pay Slip of the applicant

Date: _____

Signatures of the Employee: _____

SURETY

I _____ (Name), _____ (Desgn), drawing Basic Pay of Rs. _____ and superannuating on __/__/20__, hereby stand surety to the advance given to Shri _____, _____. I undertake to repay the same in case of any default.

Date: _____

Signatures of Surety: _____

Controlling Officer

(Cases of employees working in projects / regional offices, may be finalized locally in consultation with finance. Regional / Project Heads or where project head is below the level of DGM & employees of Corp. office, ED/F is the sanctioning authority)

For use of HRM / Accounts Deptt. In Corporate Office

Information given by the employee has been verified.

Sh. _____ is eligible for Multipurpose Advance for an amount of Rs. _____ (as entire amount/ 1st installment/ 2nd installment) to be deducted in _____ installments @Rs. ____ p.m. as principal and Rs. _____ as interest in _____ instalments.

Submitted for approval, please.

Signatures of Dealing Official: _____

Manager/HRM

Manager/Accounts

ED/F