

**CHENNAI PORT TRUST EMPLOYEES' (GRANT OF CONVEYANCE ADVANCE)
REGULATIONS, 1994**

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**MINISTRY OF SURFACE TRANSPORT
(Ports Wing)**

NOTIFICATION

New Delhi, the 2nd February, 1994.

G.S.R. 57(E). In exercise of the powers conferred by sub-section (i) of Section 124 read with sub-section (i) of Section 132 of the Major Port Trusts Act, 1963 (38 of 1963) the Central Government hereby approves the Chennai Port Trust Employees' (Grant of Conveyance Advance) Regulations, 1994 made by the Board of Trustees for the Port of Chennai and set out in the Schedule annexed to this Notification.

2. The said regulations shall come into force on the date of publication of this notification in the official Gazette.

[No.PR-12012/23/92-PE.]
ASHOKE JOSHI, Jt. Secy.

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In exercise of the powers conferred under section 28 of the Major Port Trusts Act, 1963 (38 of 1963) the Chennai Port Trust Board hereby makes the following Regulations in replacement of the existing scheme for the grant of advance:

1. Short Title:

These Regulations shall be called the Chennai Port Trust Employees' (Grant of Conveyance Advance) Regulations.

2. Definitions :

In these Regulations, unless the context otherwise requires:-

- (a) 'Act' means the Major Port Trusts Act, 1963;
- (b) 'Accounts Officer' means the Financial Adviser and Chief Accounts Officer of the Board or such other officer(s) from the Accounts Department, as may be nominated on his behalf;
- (c) 'Board', 'Chairman' 'Deputy Chairman' and Heads of Departments shall have the meanings respectively assigned to

them in the Major Port Trusts Act, 1963;

- (d) Classes I, II, III and IV posts shall have the meanings as defined in the 'Schedule of Employees' issued by the Board from time to time;
- (e) 'Pay' for the purpose of these Regulations shall include basic pay, special pay, personal pay and non-practicing allowance;
- (f) 'Sanctioning Authority' for the purpose of these regulations shall be as prescribed in the Schedule attached to these regulations; and
- (g) 'Advance' for the purpose of these regulations shall mean the conveyance advance granted under these Regulations.

3. Eligibility:

All employees borne on the Schedule of Employees of the Board shall be eligible for the grant of conveyance advance under these Regulations subject to the terms and conditions stipulated for the grant of such advances.

Provided that employees under suspension are not entitled for the grant of conveyance advance under these regulations, during the period of suspension.

4. Grant of advances for the purchase of Motor Car/Motor Cycle/Scooter/Moped

²[(1) Motor Car Advance:

(i) All the Trust's Officers whose Basic Pay is Rs.10,500/- per month and above are eligible for the grant of Motor Car Advance for the purchase of Motor Car.

(ii) The quantum of advance for the purchase of new Motor Car on the first occasion is 20 months' basic pay subject to a maximum of Rs.2.5 lakhs or 80% of the cost of new car whichever is lower.

(iii) The quantum of advance for the purchase of new Motor Car on the second and /or subsequent occasions is Rs.1,60,000/- or 11 months basic pay or the anticipated cost of the new Motor car to be purchased whichever is the least.

² G.S.R. No. 658(E) dated 19.09.2002 (B.R.No: 138 dated 25.01.2002)

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(iv) In the case of purchase of second hand Motor Car on the first occasion, the quantum of advance admissible is 20 months' basic pay subject to a maximum of Rs.1.80 lakhs or actual cost of the car to be certified by the notified assessor, whichever is lower.

(v) In the case of purchase of second hand/old Motor car on the second and subsequent occasions, the quantum of advance admissible is 20 months basic pay subject to a maximum of Rs.80,000/- or the actual cost of the car to be certified by the notified assessor, whichever is lower.

(vi) The advance granted for the purchase of Motor Car in all cases shall be recoverable in not exceeding 200 equal monthly installments commencing with the first issue of pay after the advance is drawn.

(2) Motor Cycle/Scooter/Moped Advance:

(i) All employees of the Trust whose Basic Pay is Rs.4600/- per month or more are eligible for the grant of advances for the purchase of Motor Cycle/Scooter/Moped.

(ii) The quantum of advance for the purchase of new Motor Cycle/ Scooter/Moped on the first occasion is 8 months' basic pay subject to a maximum of Rs.30,000/- or 80% of the actual cost of the new Motor Cycle/ Scooter/Moped, whichever is lower.

(iii) The quantum of advance for the purchase of new Motor Cycle/ Scooter/Moped on the second or subsequent occasion is Rs.24,000/- or 5 months basic pay or anticipated cost of the new Motor Cycle/ Scooter/Moped to be purchased whichever is the least.

(iv) The advance granted under Regulation 4(2) (ii) and (iii) shall be recoverable in not more than 70 equal installments commencing from the first issue of pay after the drawal of advance.

(v) In the case of purchase of second-hand Motor Cycle/Scooter/Moped, the quantum of advance admissible is Rs.10,000/- or the actual price of the vehicle whichever is the least and the amount so granted is recoverable in 60 equal monthly installments commencing from the first issue of pay after the drawal of advance.]

(3) Conditions for the grant of advance for the purchase of Motor Car/ Motor Cycle/Scooter/Moped:

(i) The grant of conveyance advances under Regulations 4 of these regulations is subject to the budgetary provisions and also subject to the Head of Department concerned certifying to the effect that the possession of conveyance by the employee concerned will add to the efficiency in the discharge of his/her official duties.

(ii) The actual price of the conveyance will include the sales tax, cost of spare wheel, tyre and tube and the pillion seat in the scooter and necessary items required for registration of the vehicle. It will not include accessories like radio in a car/plastic cover seat, insurance and registration charges.

(iii) If the actual price of the conveyance is less than the advance drawn, the employee shall forthwith refund the excess amount drawn in one lump sum.

(iv) The employees who are sanctioned the advance shall execute a bond before the advance is received by them. In addition, they should hypothecate the conveyance to the Board. Temporary employees, who have put in less than five years of service, should in addition, produce a surety bond from two permanent employees of the Trust having a further period of seventeen years of service in the Trust if the period of seventeen years of service in the Trust if the advance to be granted is for the purchase of a car and seven years of further service in the Trust, if the advance to be granted is for the purchase of Motor Cycle/Scooter/Moped.

(v) The request from the employees for grant of second advance shall not be entertained in normal course. However in deserving cases, it shall be entertained only after a period of ten years from the date of drawal of the first advance.

(vi) Second/subsequent advance for the purchase of the same category or type of vehicle is not admissible unless the period between first and second advance is not less than ten years and the vehicle purchased earlier by availing the advance is sold and the balance of the previous advance if any is fully liquidated.

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(vii) Where an officer desires to keep two vehicles of different types i.e. a motor car and a motor cycle and has purchased one type of vehicle with the advance drawn from the Trust and wants to have advance for purchasing a different type of vehicle, he/she may be sanctioned the same without being required to sell the previous vehicle, provided the officer repays the outstanding amount of advance with interest before drawing fresh advance. An advance given in such a case will be treated as second advance and the restriction of ten years for availing the second advance as stipulated under Regulation 4 (3) (v) above shall not apply in such cases.

(viii) An advance for the purchase of conveyance will not be granted to an employee who has already purchased a conveyance and paid for it, unless the employee applies after the grant of advance within three months from the date of purchase of the conveyance which has been paid for by raising a temporary loan.

(ix) After completing purchase and other transactions, the employee should produce all documents within one month and hypothecate the conveyance in favour of the Chairman, Chennai Port Trust within two months from the date of drawal of advance or within such extended period as may be allowed by the Chairman, failing which the entire amount paid as advance should be refunded to the Trust together with interest in one lump sum.

(x) Employees who purchase the conveyance under these regulations should keep the vehicle insured comprehensive for an amount not less than the outstanding advance till the advance is fully repaid.

(xi) Sale or transfer :

An employee shall not sell or transfer a Motor Car / Motor Cycle / Scooter / Scooter / Moped so long as the amount of advance together with interest on such amount is completely repaid.

(xii) Custody and disposal of mortgage bond :

The mortgage bond shall be kept in the safe custody of the Accounts Officer. On repayment of the advance in full, together with the interest due thereon, the Accounts Officer

shall make an endorsement to that effect on the bond and return the same to the employee.

5. Grant of advance for the purchase of Bicycle:

(1) All Classes III and IV employees are eligible for the grant of advance for the purchase of Bicycle once in eight years from the date of last drawal of advance.

²[(2) The quantum of advance for the purchase of a brand new bicycle is Rs.1500/- which is recoverable in 25 equal monthly installments commencing from the first issue of pay after receipt of advance.]

(3) The advance sanctioned under Regulation 5(2) above shall be paid in cash to the concerned employee for purchase of cycle at his own choice.

(4) In the case of temporary employee applying for the grant of cycle advance, the advance will be sanctioned only if the applicant furnished surety from two permanent employees who have at least two years of future service in the Trust.

(5) The employee should produce the cycle purchased utilising the advance for inspection as and when required.

(6) The interest for the grant of cycle advance shall be as prescribed in Regulation 6 of these Regulations.

6. Interest:

The grant of advance for the purchase of Motor Car/Motor Cycle/ Scooter / Moped / Bicycle under the Regulation carries simple interest from the date on which the advance is actually paid – the amount of interest being calculated on the balance outstanding on the last date of each month. The rate of interest payable on the advance sanctioned will be the rate at which the Government of India sanction similar advances to their employees from time to time. The rate of interest at the time of sanction of advance will remain unchanged till the advance is fully repaid.

7. General conditions :

(1) The advances drawn but not received by the employees for any reason within one month from the date of drawal should be credited back to Chennai Port Trust Accounts. The redrawal of such amount after

² G.S.R. No. 658(E) dated 19.09.2002 (B.R.No: 138 dated 25.01.2002)

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the prescribed time shall be done with the sanction of the Chairman.

(2) The employees who are found to have given false declaration in the application form for the grant of advances are liable to be penalised as per the provisions of the Chennai Port Trust Employees' (Classification, Control and Appeal) Regulations, 1988 read with Chennai Port Trust Employees' (Conduct) Regulations, 1987.

(3) The Heads of Departments shall preserve the application forms/surety forms/mortgage bonds etc. of the employees till the advances are liquidated or adjusted.

(4) In the case of retirement or death of an employee, the outstanding amount towards the grant of advances under these Regulations shall be recoverable from the Provident Fund Assets or retirement benefits due to the employee.

²[(5) All other conditions in the matter of grant of the above conveyance advances namely entitlement, eligibility, monthly installments of recovery and interest on advance will be governed by the existing orders or orders issued from time to time]

8. Forms and Procedures:

The forms such as surety bond, hypothecation deed and other forms required under these regulations and the procedures thereon shall be as prescribed by the Chairman from time to time.

9. Interpretation :

If any question arises as to the interpretation of these regulations, ¹[the same shall be decided by the Board.]

10. Power to relax :

The power to relax any of the provisions of these regulations in exceptional cases shall vest with the Board.

11. Government's Rules to apply:

Notwithstanding anything contained in these regulations, the provisions of the General Financial Rules as amended from time to time and Government Orders thereon shall be adopted with such modifications or

exceptions as the Board may decide, with the prior approval of Central Government, pending formal amendment to these Regulations.

12. Repeal and Saving :

The provisions of the existing 'Scheme for the grant of advances to the employees of the Chennai Port Trust' which were in force immediately before the commencement of these regulations are hereby repealed.

Provided that any order made or any action taken under the provisions of the aforesaid scheme so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

AMENDMENTS APPROVED BY GOVT. VIDE

¹MOST's Notification No.G.S.R.13(E) dated 9.1.96.

²MOS's Notification No.GSR 658(E) dated 19.9.2002.

¹ G.S.R. No. 13(E) dated 09.01.1996 (B.R.No: 125 dated 20.11.1995)

² G.S.R. No. 658(E) dated 19.09.2002 (B.R.No: 138 dated 25.01.2002)

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Sanctioning Authorities for the purchase of
grant of various kinds of advances under the
ChPT Employees' (Grant of Conveyance
Advance) Regulations.

(Please see Regulation 2(f))

Sl. No.	Reg	Nature of Advance	Categories of employees	Sanctioning Authority
1.	4.	Motor Car Advance	Heads of Departments All other officers excluding the Heads of Departments	Chairman. Deputy Chairman
2.	4.	Motor Cycle/ Scooter/ Moped Advances.	Heads of Departments All Classes I and II officers other than Heads of Departments. Classes III and IV employees	Chairman. Deputy Chairman. Head of Department under whom the employees are working
3.	5.	Cycle Advance.	All classes III and IV employees.	Heads of Departments or the Divisional Officers one level below the Heads of Departments under whose control the employees are working.
