

**CHENNAI PORT TRUST EMPLOYEES' (GRANT OF ADVANCES FOR FESTIVAL
AND NATURAL CALAMITIES) REGULATIONS 1994**

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SECTIONS (i) IN THE EXTRAORDINARY
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**MINISTRY OF SURFACE TRANSPORT
(Ports Wing)**

NOTIFICATION

New Delhi, the 2nd February, 1994.

G.S.R. 56(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 Advances for Festival and Natural calamities) 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.I)
ASHOKE JOSHI,
Joint. Secy.

CHENNAI PORT TRUST

**CHENNAI PORT TRUST EMPLOYEES'
(GRANT OF ADVANCES FOR FESTIVAL AND
NATURAL CALAMITIES) REGULATIONS
1994**

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 Advances for Festival and Natural calamities) Regulations, 1994."

2. Definition:

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) 'Sanctioning Authority' for the purpose of these regulations shall be as prescribed in the Schedule attached to these regulations; and
- (f) 'Advances' for the purposes of these regulations shall mean the grant of festival advance and grant of advance in connection with Natural calamities like Flood / Drought / Cyclone etc.

3. Eligibility:

All employees borne on the Schedule of Employees of the Board shall be eligible for the grant of advances covered 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 advances under these regulations during the period of suspension.

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4. Grant of advance for the Festivals:

(1) All Classes I to IV employees are eligible for grant of an interest-free advance of ²[Rs.10,000/-] for only one festival in a calendar year which is recoverable in 10 equal monthly installments commencing from the issue of pay for the month following that in which such advance is drawn.

(2) Festival advance shall be granted only in respect of such festivals as may be notified by the Chairman from time to time.

(3) The advance shall be applied in the prescribed form one month in advance of the actual date of the festival. The amount of festival advance should be received by the employee before or on the working day prior to the date of festival.

(4) The advance will be granted only to those employees who are on duty or on leave of any kind under the Chennai Port Trust (Leave) Regulations, 1987 excluding leave preparatory to retirement and to those who are on leave on loss of pay at the time of applying for advance provided that the sanctioning authority is satisfied that the employee has enough service before him during which period recovery of advance could be completed.

(5) Temporary/Rank Casual employees should execute a surety bond from two permanent employees who have at least two years of future service at the time of grant of festival advance.

5. Grant of advance in connection with Natural calamities like Flood / Drought /Cyclone etc.

(1) All employees whose posts are borne in the Schedule of Employees of the Board are eligible for the grant of interest-free advance in connection with natural calamities like Flood / Drought / Cyclone etc.

(2) The grant of the aforesaid advance is subject to the following conditions:

(i) The concerned State Government or Central Government as the case may be should have declared the affected or damaged area as 'Affected by Natural Calamity' in the Official Gazette.

(ii) The damaged/lost property of the employees whether movable or immovable should be within the area which is declared to have been affected or damaged by 'Natural Calamity' by the concerned State Government and Central Government. However in cases of instances of water scarcity in Chennai City and suburban areas, the question of grant of any Advance will be decided by the Board.

(iii) The claim for advance should be applied in the prescribed application within three months from the date of Government's Notification in the Gazette provided the Chairman notifies the sanction of such advance to the employees of the Board referred to in sub-regulation (1) above.

(iv) The quantum of advance under this Regulations shall be fixed by the Board with the approval of Government on each occasion of such contingency.

(v) A second and subsequent advance on this account shall not be paid unless the earlier advance is fully repaid. However, the grant of second advance when become necessary may be sanctioned in such a way that the quantum of second advance does not exceed the amount repaid against earlier advance and the total outstanding amount shall not exceed the limit prescribed under sub-regulation (iv) above of this regulation.

(vi) The amount of advance shall be recoverable in 24 equal monthly instalments commencing from the salary of the month following the month in which the advance is granted irrespective of the date of receipt of the advance by the employee.

(vii) In the case of temporary employees whose posts are borne on the Schedule of Employees, the said advance

²GSR No. 825 (E) dated 09.11.2011 (BR No. 34, dated 27.07.2010)

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may be granted subject to their furnishing surety from two permanent employees of the Trust who are having at least two years of future service in the Trust at the time of claim.

(viii) In the case of Rank Casuals, the Chairman reserves the right to grant the aforesaid advance under this Regulation subject to issue of separate orders by him.

6. General conditions:

(1) The advances drawn but not received by the employee 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 the prescribed time limit 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 advance are liable to be penalized 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.

7. 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.

8. Interpretation:

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

9. Power to relax:

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

10. 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.

11. Repeal and Saving:

The provisions of the existing 'Scheme for the grant of advances to the employees of the Chennai Port Trust' and the Administrative instructions on grant of advances on natural calamities 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 and the administrative instructions on grant of advances on natural calamities 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.14(E) dated 09.01.96.

²MOS's Notification No. 825 (E) dated 09.11.2011.

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SCHEDULE

**CHENNAI PORT TRUST EMPLOYEES'
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NATURAL CALAMITIES) REGULATIONS.**

**Sanctioning Authorities for the purpose of
grant of various kinds of advances under
the ChPT Employees' (Grant of Advances
for Festival and Natural Calamities)
Regulations.**

(Please see Regulation 2(e))

Sl. No. (1)	Reg (2)	Nature of Advance (3)	Categories of employees (4)	Sanctioning Authority (5)
1.	4.	Festival Advance	Heads of Departments All Classes I and II officers other than Heads of Departments. All Classes III and IV employees.	Chairman/Deputy Chairman Heads of Departments under whose control, the officers are working. Heads of Departments or the Divisional Officers one level below the Heads of Departments under whose control the employees are working.
2.	5.	Flood/Drought/Cyclone etc. Relief Advance.	Heads of Departments All Classes I and II officers other than Heads of Departments. All classes III and IV employees	Chairman. Deputy Chairman. Heads of Departments under whose control the employees are working
