



File No.5-ITPO(1)/E-I/97 Part file
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
20th September, 2013

Office Order No. Admn/ 936/2013

In continuation of Office Order No. Admn/277/1997 dated 25th March 1997 and with the approval of the Board of Directors in its 181st meeting held on 23/08/2013, the following advances to a serving regular employee of ITPO under the ITPO Employees Welfare Scheme 1997 have been added w.e.f. 23/08/2013:

1. **Marriage Advance:-** Advance not exceeding Rs.2,00,000/- to meet expenses in connection with his/her own marriage or marriage of his/her son, daughter or a wholly dependent sister. Application should be submitted at least one month ahead of the proposed date of marriage along with marriage invitation card.
2. **Household/Recreation Equipment Advance:-** Advance not exceeding Rs.1,00,000/- for purchase of household / recreation equipment for personal use of the employee and his family. This loan shall be subject to production of certificate giving details of items purchased, name of the dealer, date of purchase and price paid etc.
3. **Education Advance:-** Advance upto Rs.25,000/- irrespective of number of school going children once at the beginning of the academic year.

Conditions:-

1. Marriage Advance and Household/Recreation Equipment Advance will be repayable in 50 monthly instalments.
2. Education Advance will be repayable in 10 monthly instalments.
3. Recovery of advance under these welfare rules shall be made from the following month in which the advance is drawn.
4. Above advances will be available to an employee after two years of regular service in ITPO. These are not applicable for officers on deputation to ITPO.
5. The amount of advance sanctioned for marriage or for purchase of household items under Employees Welfare Rules shall be released not earlier than 30 days of the contemplated date of marriage or the purchase of household items, to be indicated by the employee at the time of making application for advance.

6. Within 30 days of the date of drawl of advance the employee shall furnish a certificate to the effect that the entire amount of advance has been utilized for the purpose for which it was sanctioned.
7. In case an employee has failed to utilize the amount of advance drawn by him within 30 days of the date of drawl of advance for unavoidable reasons, marginal extension in time limit can be granted to him at the discretion of the Competent Authority provided the request for extension is made before the expiry of 30 days period.
8. In case, it is found at any time that an employee has failed to utilize the amount of advance granted to him for the purpose for which it is sanctioned within the stipulated period of 30 days or the extended period, the entire amount of advance together with interest thereon shall be refunded by the applicant at a higher rate of 12% interest per annum in lump sum within one month. In case he fails to do so on his own within the stipulated/extended period, the entire amount, together with penal rate of interest shall be recoverable in lump sum that becomes due from the employee concerned. Further, in such cases the disciplinary authority shall also have the absolute discretion to initiate disciplinary proceedings under ITPO Employees Conduct Discipline & Appeal Rules, for minor or major penalty, as the case may be, depending upon the past history of the delinquent employee. If an employee is found to be prone to commit such misconduct repeatedly, the offence shall be dealt with under Major Penalty Clause.

Interest:- Interest will be charged @ Rs.10% per annum on the above advances.


(P P Yohanna)
Deputy General Manager (Admn)

To: All officers & staff of ITPO

Copy to:

1. SGM
2. All HoDs
3. E-II/E-III/General/Vigilance/Salary Section
4. All Regional Offices
5. E-I (Computer) – For updating
6. Office Order Register

Copy for information to:

1. PS to CMD
2. PA to ED