

Andhra Pradesh State Civil Supplies Corporation Limited

(ADVANCES TO THE EMPLOYEES) REGULATIONS OF 1975

1. These regulations may be called the Andhra Pradesh State Civil Supplies Corporation Limited, (Advance to the Employees) Regulations 1975.
 2. These regulations shall come into force with immediate effect.
 3. a) Advances to Corporation Employees may be classified under the following categories :
 - I) Advances on transfer
 - II) Advance on tour
 - III) Festival Advance
 - b) The grant of advances will, in all cases, be subject to the condition that the competent authority is satisfied that the employee will in the normal exigencies of his service, continue in the employment of the Corporation until the expiry of the period during which the advance is recoverable.
 4. **ADVANCES ON TRANSFER :**
 - a) Any employee of the Corporation under orders of transfer may be granted an advance upto an amount not exceeding one month's pay plus travelling allowance to which he would be ordinarily entitled in consequence of his transfer. For this purpose, pay shall be deemed to mean the pay he was in receipt of immediately before transfer, or the pay he will be entitled to after such transfer, whichever is less.
 - b) An advance under this category may be paid at any time before the officer joins duty at the station to which he is posted.
 - c) An advance under this category shall be recoverable as follows :
 - i) Advance of pay : In three equal monthly instalments.
 - ii) Advance of travelling allowance : In one instalment by adjustment against the travelling allowance payable to the employee, within a period of one month from the date on which the employee or his family reaches the station of duty and in any case not later than six months from the date on which the advance is granted. In any case where it is discovered that the amount due to the employee falls short of the advance granted, the balance shall be recovered forthwith in one lumpsum.
 5. **ADVANCE ON TOUR :**
 - a) Any employee of the Corporation required to proceed on tour shall be eligible to receive an advance of travelling allowance equal to the amount to which he
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would ordinarily be eligible by way of travelling allowance for the tour proposed to be undertaken. The advance shall be recoverable in one instalment by adjustment against the amount payable to him by way of travelling allowance within a period of 15 days from the date of his return from tour. Where it is discovered that the amount due to him falls short of the advance granted, the balance shall be forthwith recovered.

- b) The competent authority for the grant of advance on tour and transfer shall be the authority competent to pass the travelling allowance bills in each case.

6. FESTIVAL ADVANCE :

- a) All employees of the Corporation except Officers are eligible to receive Festival Advance in the same manner as provided for the employees of the State Government from time to time. For the purpose of sanction of festival advance, all festivals falling on Public Holidays and Optional Holidays shall be taken the consideration.
- b) Repealed vide the Resolution of the 70th Board Meeting held on 31-3-89.
- c) No employees of the Corporation be eligible to receive more than one festival advance during the course of a calender year and no further advance shall be sanctioned until the recovery of an earlier festival advance has been completed.
- d) The festival advance shall be recovered in ten equal monthly instalments.
- e) The Managing Director or any Officer authorised by him is the competent authority for sanctioning the Festival Advance.