

**GRANT OF SPECIAL LOAN TO EMPLOYEES WHOSE
HOUSES/PROPERTIES ARE DAMAGED AS RESULT OF
NATURAL CALAMITY**

(CAUTION : No particular scheme in this regard is in vogue. However, the following GUIDELINES are ordinarily followed).

Authority To grant special loan upto the extent of two months of
PC No.41/98 the concerned individual's Basic Pay or Rs.5000/-
Dt.03-12-1998 (Rupees five thousand only) whichever is less to
 employees whose house is situated at places, which
 have been declared as their home towns for the purpose
 of LTC and were affected by natural calamity, subject to the following
 conditions :-

- a) The house should have been damaged badly as a result of the severe cyclonic storm.
- b) The house so damaged should be in the name of the employee/spouse/parents.
- c) The house/property that has been so damaged should be situated in an area notified by the State Government (concerned district collectors) as Natural Calamity, such as cyclonic storm affected area.
- d) The employee concerned should give an application (proforma at Annexure I) for grant of a special loan and should certify that his/her case satisfies conditions stipulated at (a) to (c) above.
- e) The employee should produce a certificate (Proforma Annexure- II) within two months from the Revenue Authority in respect of damage caused to his house/property as a result of Natural Calamity.
- f) The certificate mentioned in clauses (d) & (e) above will there after be got verified through the local revenue Authorities. If it is found to be false, severe disciplinary action will be taken against the employee concerned for making a false declaration. Further if the certificate is not produced within the time limit of two months or if it is found that the certificate produced is false, the entire loan outstanding will be recovered with interest at 1% above the Bank Rate for cash credit to BDL in one installment.
- g) The rate of interest on the amount advanced will be decided by the Management.
- h) The principal amount of the loan sanctioned amount under

Authority these orders will be recovered in 20 equal monthly
PC No.42/98 installments and thereafter interest thereon will be
Dt.09-12-1998 recovered in two monthly equal installments.



- i) If any special loan has already been sanctioned earlier, for the purpose of any Natural Calamity other than the present situation, the same will be adjusted against the special loan payable in the present circumstances.

2. The Concerned State Govt. shall intimate the affected areas.

3. Employees whose Home Towns are situated in such areas which declared as affected areas and who desire to avail special loan, may submit their applications, in duplicate along with their latest pay slip through Departmental Heads to the concerned Divisional P&A on or before the stipulated date for consideration and applications received thereafter will not be entertained.

Clarification : 1) The basic pay of an employee will be rounded off to the next nearest Ten rupees. For example, a basic pay of Rs.1918/- p.m. will be rounded off to Rs.1920/- for the purpose of determining two months basic pay.

Authority
PC No.42/98
Dt.09-12-1998

2) The employee who have not completed one year of service and not confirmed as on the date of issue of circulated notification will be paid advance as per the above terms provided that they submit a surety from a permanent employee. But, the following employees are not entitled to this special advance.

Authority
PC No.43/98
Dt.15-12-1998

- i) Those who are on deputation
- ii) Those who are on casual/contract/tenure employment
- iii) Those who are engaged on consolidated pay.
- iv) Apprentices/Trainees.

DECLARATION OF THE SURETY

I, Shri _____ St. No. _____ is a confirmed employee of BDL and hereby stand surety for Shri _____ St.No. _____ for Special Loan towards natural calamity of Rs. _____ and authorize the Company to recover the whole/ un-recovered amount (as the case may be) from my salary/wages or other dues if not repaid by the applicant

(SIGNATURE OF SURETY)

Date :

NAME :
St. No.
Deptt.



The Head of P&A Department,
 _____ Division,
 Bharat Dynamics Limited,
 Kanchanbagh, Hyderabad,

Annexure – I
 (refer Para 1 (d))

Sir,

Thro : Departmental/Divisional Head

Sub:- Application for grant of Special Loan to employees,
 whose houses/property are damaged as a result of
 Natural Calamity.

Ref:- PC No. _____ dt. _____

With reference to the personnel circular under reference, I request that I may please be granted special Advance of Rs. _____* (Rupees _____) (*two months basic pay) as my House at Village _____ Taluk/Mandal _____ District _____ in Andhra Pradesh has been damaged badly as a result of cyclone in the month of _____. The requisite particulars are furnished below :

1. Name
2. Staff No.
3. Designation & Group
4. Department
5. Present Basic Pay
6. Amount of advance required
7. Name of Home Town as per LTC/LTA declaration
 - a) Village
 - b) Home Town
 - c) District

Certified that I have read the provisions of the PC No. _____ dt _____ and abide by the conditions stipulated therein. I also undertake that I will produce a certificate within two month from the Local Revenue Authority in respect of damage caused to my house/property as a result of natural calamity in the month of _____. If it is found to be false, I would be a liable for necessary disciplinary action as per rules for making a false declaration and



recovery of the amount in full from my wages as per clause (f) of the PC No. _____ dt. _____. I am aware that the rate of interest on the amount advanced will be ___ percent per annum which will be recovered as per rules.

Signature of the Employee.

Certified that the Home Town, as mentioned above, is correct as per the LTC/LTA Declaration in his records.

Signature of the Officer
(PERSONNEL DEPARTMENT)

An amount of Rs. _____ (Rupees _____ only) is sanctioned as a special loan.

Signature
ACCOUNTS DEPARTMENT
Received the amount of Rs. _____ (Rupees _____ only) as special loan.



Annexure II
(Refer Para 1 (e))

This is to certify that

* (i) Shri _____ S/o Shri _____
* (ii) Shri _____ Wife/Husband/Parent of Shri _____
_____ owns a House bearing No. _____
_____ in street _____ situated at _____ village
_____ (Taluk/Mandal) _____ District which has been
damaged by the Natural Calamity of _____ and the damage is assessed
at Rs. _____ (Rupees _____ only).

