

(Personnel & Administration Division)
Head Office

Ref. No.: HO/Pers/CA-Policy

18th September, 2009

CIRCULAR NO: 1588**Subject: IFFCO Conveyance Advance Rules – Amendment thereof.**

The following Clauses of IFFCO Conveyance Advance Rules are amended with immediate effect:

Clause No. 3.0 PRE CONDITIONS:**Clause No. 3.3**

The quantum of conveyance advance will be computed after taking into consideration the earnings and deductions decided by the management, from time to time, presently as per Annexure-I subject to the condition that carry home pay after deduction of prospective advance installment should not be less than 50% of Gross Salary or Rs.10,000/-, whichever is less.

Clause No. 5.0: QUANTUM OF ADVANCE:**Clause No.5.1**

Entitlement	Grade "G1" and above	Grade "L1" to "G2"	Grade "M" and below
Type of Vehicle	Motor Car	Motor Car / Motor Cycle / Scooter	Motor Cycle / Scooter
Amount of Advance	10 months basic pay subject to a maximum of Rs. 5.0 lacs or 90% of the ex-show room cost of the new vehicle or 90% of insurance value in case of old vehicle, which ever is less	10 months basic pay subject to a maximum of Rs. 2.5 lacs or 90% of the ex-show room cost of the vehicle or 90% of insurance value in case of old vehicle, which ever is less	10 months basic pay subject to a maximum of Rs.90,000/- or 90% of the ex-show room cost of the vehicle or 90% of insurance value in case of old vehicle, which ever is less.
Period of Recovery	108 equal monthly installments	72 equal monthly installments	60 equal monthly installments

Clause No. 8.0: INTEREST:

Simple rate of interest shall be charged as per IFFCO Rules at the rate of 5% per annum

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on the conveyance advance drawn prior to the date of issue of this Circular and 5.5 % per annum on the conveyance advance drawn on or after the date of this Circular. The interest shall be calculated on the balance outstanding on the last day of each month. The recovery of interest shall be within the period of recovery as per Clause No.5.1 and the installment of interest shall be at the same rate as was for the recovery of principle amount. The total amount of principle and interest should be recovered within the service period of the employee.

This issues with the approval of Competent Authority.



(R. P. Singh)
Director (HRD)

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cc: President / General Secretary – All Recognized Unions / Officers Associations

ANNEXURE-IELEMENTS OF EARNINGS AND DEDUCTIONS FOR HBL AND CONVEYANCE ADVANCE.

EARNINGS	DEDUCTIONS
1. Basic Pay	1. Provident Fund
2. Dearness Allowance	2. Income Tax, Surcharge and other taxes (cess), if any
3. Personal Pay	3. Conveyance Loan Recovery
4. Education Allowance	4. P.F.Loan Recovery
5. Washing Allowance	5. HBL Recovery
6. Monthly Average of Incentive payable/ paid	6. Salary Advance Recovery
7. Canteen Subsidy	7. T&C Society Membership & Loan Recovery
8. Conveyance Allowance	8. . Professional Tax
9. Allowance for longer working hours(for employees posted in the factory)	
10. Arrears for the concerned months, if any, on account of promotion till the date of application for loan	
11. Leave Travel Encashment	

