

**Circular No. 1652**

**Sub: IFFCO Employee's Children Higher Education Scheme**

The Board of Directors in their 420<sup>th</sup> Meeting held on 19<sup>th</sup> December, 2012, has approved Higher Education Scheme for Children of IFFCO Employees for pursuing higher education in India and abroad. The salient features of this Scheme are as under:-

**1.0 Scope**

The loan will be sanctioned for pursuing Higher studies in India and abroad for full time Engineering, Medical, CA/CPE, B.Sc./M.Sc. (Agriculture) / Ph.D – recognized by AICTE/UGC and State Technical Board, MBA/Professional PG Diploma Courses from School of Business Management / LLB & Fashion Technology Courses from Institutions of repute as notified by the Management from time to time. The Management reserves its right to add / delete the names of the Institutions from its notified list, without assigning any reason.

**2.0 Eligibility**

- 2.1 Regular employees, excluding Key Officials, after 3 years of service with IFFCO.
- 2.2 The dependant children who have secured admission/are currently pursuing Higher Education from educational institutions as stated in 1.0 above.
- 2.3 Where both Husband & Wife are working in IFFCO, either one of the two will be sanctioned the above loan.
- 2.4 The employee should have carry home pay equivalent to 50% of his/her wages or Rs.10,000/- p.m. whichever is less which will be calculated after taking into account all the deductions such as PF, Income Tax, Conveyance Loan, PF Loan, HBL, Salary Advance, T&C Society, Professional Tax, Children Education loan etc.
- 2.5 Those who are getting scholarship for meritorious children in education from IFFCO or any other source will not be eligible to the extent of scholarship and will have least priority for grant of loan.



- 2.6 Those who were or are on lien to Foreign Joint Ventures or Subsidiary of IFFCO will also not be eligible for the said loan.
- 2.7 The loan will not be granted to those where annual tuition fee will be less than Rs.30,000/-.

### **3.0 Amount**

- 3.1 Maximum amount of loan under this scheme will be Rs. 5 lakh per employee or actual Tuition fee whichever is less at the interest rate of 5.5% p.a.
- 3.2 The Education Loan of Rs. 5 lakh can be availed for maximum of 2 dependent children.
- 3.3 Though the maximum limit for loan per employee is Rs. 5 lakh, it has been decided that one employee will not be able to draw more than Rs.2.5 (two and half) lakh in a financial year.

### **4.0 Procedure**

- 4.1 Application for loan shall be submitted in the prescribed format (Annexure-I), alongwith the following documents:
- i) Proof of Admission for the course of study in India / abroad.
  - ii) Copy of the prospectus of the University/Institution from where the course is being pursued.
  - iii) Fee structure of the course and its payment schedule.
- 4.2 The employee shall submit the following documents before release of the loan.
- i) Agreement Bond (Annexure-II) on non-judicial stamp paper of appropriate value.
  - ii) Surety Bond (Annexure-III) from any confirmed IFFCO employee who has not given the Surety to any other employee for this purpose.

The employee shall be required to utilize the loan amount within one month from the date of drawal of loan and submit the original receipt of payment issued by Educational Institution, failing which the entire amount will be recovered along with interest @ 18% per annum and no further loan will be sanctioned under this scheme.





## 5.0 Recovery

The loan amount along with Interest shall be recovered in 108 installments. The principal amount will be recovered in 84 months and interest in 24 months. If the left over service period of any employee is less than 108 months then it will be recovered in equated installment till the date of retirement.

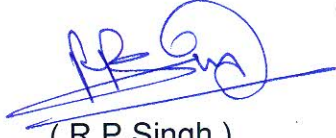
In the eventuality of unfortunate death of the employee or leaving the employment for any reason has to pay the entire loan amount in lumpsum along with Interest or the same shall be recovered from the dues of the employee.

The Management reserves the right to add, amend or delete any of the provisions of the Scheme. For any clarification, the matter may be referred to the undersigned.

The Competent Authority to sanction the loan will be as under:-

- |    |  |   |                     |
|----|--|---|---------------------|
| 1. | H.O.   | - | Director(HR&Legal)  |
| 2. | Units, i.e. Kalol, Kandla<br>Phulpur, Aonla & Paradeep | - | Unit Heads          |
| 3. | Marketing Division                                     | - | Marketing Director. |

The education loan will be sanctioned subject to the availability of budget which will be communicated separately.



( R.P.Singh )  
Director(HR&Legal)

### Distribution:

1. Jt.MD
2. Dir.(Tech.)/Dir.(CD)/MKD/Dir(Stratgy & JV)
3. All Sr.EDs./EDs
4. All Sr.GMs/GMs/CVO
5. HODs of P&A and F&A of all Units/Divn.
6. All ZMs/SMMs/AMs
7. All Departmental/Sectional Heads at HO & MKCO

CC: Actg.JGM, MD's Office  
 CC: General Secretaries of all Recognized Unions/Officers' Associations  
 CC: CEO-ICPL/IKSEZ/IKSL  
 MD&CEO, JIFCO