

**VISAKHAPATNAM PORT EMPLOYEES' (FESTIVAL ADVANCE)
REGULATIONS, 1991.**

In exercise of the powers conferred by Section 28 of the Major Port Trusts Act, 1963 (39 of 1963) the Board of Trustees of the Visakhapatnam Port Trust, hereby makes the following Regulations, namely:-

P A R T - I

1. Short title:
- 1) These Regulations may be called the Visakhapatnam Port Employees' (Festival Advance) Regulations, 1991.
- 2) Definitions: In these regulations, unless the context otherwise requires:
 - a) 'Accounts Officer' means the Financial Adviser & Chief Accounts Officer of the Board or any other officer authorized by him in this behalf.
 - b) "Advance" means the advance admissible under these regulations.
 - c) "Board", "Chairman", "Deputy Chairman" and "Head of Department" shall have the same meanings as assigned to them in the Major Port Trusts Act, 1963.
 - d) "Employee" means an Class-III & IV employees of the Board
 - e) "Calendar Year" means the year beginning on 1st January and ending 31st December.
 - f) "Financial Year" means the year beginning on the 1st April and ending on the 31st March following.
 - g) "Important Festival" means:
 - i) New Year's day (of all religious and faiths)
 - ii) Pongal
 - iii) Republic Day
 - iv) Masivarathri
 - v) Sriramanavami
 - vi) Ramzan (Id-ul-fitr)
 - vii) Bakrid (Id-ul-Zuha)
 - viii) Independence day
 - ix) Vinayakachaturdhi
 - x) Vijayadasami
 - xi) Deepavali
 - xii) Christmas

xiii) Any other festival which the Chairman may declare, by a General or special order, after taking into consideration the importance attached locally to such festival.

3) Extent of application:

- 1) Save as otherwise provided, in these regulations, the advance is admissible to all categories of employees in Class-I, Class-II, Class-III and Class-IV irrespective of their pay range.
- 2) The advance is not admissible to:
 - i) Persons not in whole time employee of the Board
 - ii) Persons paid from contingencies, and
 - iii) Apprentices.

4) Conditions of Eligibility:

- 1) An advance shall be granted only on the eve of any one of the important festivals irrespective of the religious faith of the employee concerned as provided under sub-regulations (g) of Regulation 2 of these Regulations.
- 2) An advance shall be admissible only on the occasion in a calendar year.
- 3) The advance shall not be granted to an employee more than once in a calendar year even if the festival qualifying for advance falls twice in a calendar year
- 4) An advance under these regulations shall be granted to an employee if he is on duty, or on Earned leave or on any other leave equivalent there to, including maternity leave, but excluding leave preparatory to retirement or leave preparatory to final cessation of service on the date on which the advances applied for.
- 5) An advance under these Regulations shall not be granted to an employee unless an advance already granted to him has been fully recovered.
- 6) An advance shall not be granted to a temporary employee unless he is likely to continue in service with the Board for a period of at least one year beyond the month in which the advance is disbursed.
- 7) The advance shall not be granted to an employee unless he applies for it in writing atleast a fortnight before the date of the festival for which the advance is applied for. This condition can however, be relaxed by the authority who is empowered to sanction this advance in individual cases.

5. Interest free advance: The advance granted under these Regulations shall be free of interest.
6. Amount of advance: The amount of advance which may be granted to an employee shall not exceed Rs.3000/- (Rupees three thousand only)
7. Form of application for advance: The application for advance shall be made in the form prescribed in Annexure-I to these regulations.
8. Disbursement of advances: The amount of advance sanctioned under these regulations shall be disbursed to the employee before the festival in respect of which the advance is sanctioned.
9. Recovery of advance:
 - 1) The amount of advance granted under these regulations shall be recovered in not more than 10 equal monthly installments.
 - 2) The recovery of the amount of advance shall commence with the issue of pay or leave salary as the case may be for the month following that in which such amount is disbursed.
 - 3) The recovery of the amount of advance, shall, in the case of an employee, governed by the Minimum Wages Act 1948 or the Payment of Wages Act 1936, or both, be subject to the provisions of the said acts.
10. Accounts of Advances: The procedure for the maintenance of accounts and watching the recoveries shall be as specified in Annexure-II to these regulations.
11. Interpretation of Regulations: If any question arises as to the interpretation of these regulations, the same shall be decided by the Board.
12. Repeal and savings: All rules corresponding to those regulations and any orders issued in this regard from time to time and in force immediately before the commencement of these regulations are hereby repealed.

Provided that any order made or any action taken under the regulations so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

NOTE: These regulations were approved by the Government vide Ministry's Ir.No.PR-12015/2/89-PE.I, dt.13.3.91 and published in the Gazette of India vide GSR No.130(E), dt.13.3.91, Amendment: MOST's Ir.No.PR-12015/2/89-PE-I dt.5.8.92.

ANNEXURE-I

(See Regulation – 7)

VISAKHAPATNAM PORT TRUST

**FORM OF APPLICATION FOR ADVANCE IN CONNECTION
WITH IMPORTANT FESTIVAL**

1. Name of Applicant :
2. Applicant's Designation :
3. Employee Number :
4. Department, Office and Section :
5. Pay on the date of Application :
6. Whether on duty or on leave on the date of application and, if on leave, the nature of leave. :
7. Date of first appointment :
8. Date of superannuation or retirement :
9. Festival in connection with which advance is required:
10. Amount of advance required : Rs.
11. Number of instalments in which advance is desired to be repaid :
12. Name of pay sheet, in which advance will be drawn:
13. Certified that -
 - i) I have not drawn an advance in connection with a Festival during the current calendar year and
 - ii) the advance granted to me in connection with a festival in the previous calendar year has been fully repaid.

(SIGNATURE OF OTHE APPLICANT)

(with date)

* score out if not applicable.

VISAKHAPATNAM PORT TRUST

ANNEXURE – II

(See Regulation – 10)

PROCEDURE FOR MAINTENANCE, ETC. OF ACCOUNTS OF ADVANCES IN CONNECTION WITH FESTIVALS.

1. Heads of Departments should ensure that the conditions attached to the grant of advances in connection with important festival are fulfilled and that proper accounts are maintained in their departments and the recoveries are watched.
2. The payment on account of advances should be accounted for under the head "FESTIVAL ADVANCE, _____ 200_____. To facilitate the maintenance of accounts, the festival and the year to which the advance pertains should be conspicuously indicated at a suitable place on the first page of the relative pay sheet.
3. The recommendations for the grant of advance should be made by the Heads of Departments in the prescribed form, vide Form A in Part-II of this Annexure, to the Accounts Officer in accordance with the instructions that may be issued by him from time to time. The Accounts Officer shall also issue detailed instructions from time to time in regard to programme of disbursement, in respect of each festival.
4. In support of the deductions, the Heads of Department should attach to the monthly / supplementary pay sheet through which the recovery of the advance is effected a "Schedule of Recoveries" vide Form-B in Part-III of this Annexure. A separate schedule should be prepared in respect of each festival.
5. The Heads of Departments should maintain a duplicate of form-A to watch the recoveries on account of advances. Columns 1 to 7 should be filled in when the recommendation for payment of advance is prepared and forwarded to the Accounts Officer. The recoveries as and when made, through the pay sheet should be noted in column 9 to 15. In case the recoveries are made in cash and remitted to the R.E. Section of Accounts Department a suitable indication should be given in the "Remarks" column to facilitate reconciliation and the fact should be intimated to the Accounts Officer. Similarly, the reasons for the non-recovery of any amount which should have been normally recovered should be indicated brief in the "Remarks" column e.g., "pay not drawn", "Pay not due", "Transferred to" _____ etc.
6. The Heads of Department should furnish to the Accounts Officer within a month from the month in which recovery should have normally been completed an extract from the register maintained in his office in respect of each advance showing details of the cases in which advance has not been fully recovered, the outstanding amount and the reasons therefore.

ANNEXURE-II

PART-II

F O R M - A

VISAKHAPATNAM PORT TRUST

MONTH _____ VOUCHER No. _____ SHEET No. _____

SUPPLEMENTARY PAY SHEET FOR ADVANCE IN CONNECTION
WITH _____ 2000 (enter name of festival and year)

FOR EMPLOYEES OF _____ DEPARTMENT _____
SECTION PART _____ ADVANCE YEAR _____

Sl. No.	Name of employee/designation	Date of continuous appointment	Pay scale	Pay	Amount of advance	Ticket no.	Stamped acquaintance of employee	Month	Month	Month	Month	Month	Month	Amount outstanding	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
				RS.	RS.			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Total:															

VISAKHAPATNAM _____ 200
AUDITED BY

_____ PREPARED BY
HEAD OF DEPARTMENT

ANNEXURE-II

PART-III

FORM-B

VISAKHAPATNAM PORT TRUST

Schedule of recoveries of advance in connection with _____ 200 for the month (enter name of the festival and year) of _____ 200 Name of pay sheet _____ part No. _____ Department _____

Sl. No.	Name of employee	Designation	S.No. in pay sheet	Previous balance	Amount recovered	Balance outstanding	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
				Rs.	Rs.	Rs.	

Date

SIGNATURE OF HEAD OF DEPARTMENT

1. The total of column (6) should agree with the total deductions shown in the pay sheet an account of the particulars advance.
2. A separate schedule should be prepared for each advance.
3. In respect of persons transferred from one section to another the name of the pay sheet and its part number through which the advance was paid should be given in the remarks column of schedule attached to the pay sheet through which the recoveries are affected.