

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

A B S T R A C T

APTRANSCO—Providing of loan to the employees of APTRANSCO for purchase of Personal Computers—Orders—Issued.

T.O.O (Addl.Secy-Per)Ms.No.271

Date: 15-2-2010

Read the following:

1. G.O.Ms.No.319, Finance and Plg.(FW:A&L) Department dt.3-10-1989
2. G.O.Ms.No.218, Finance and Plg.(FW:A&L) Department dt.28-4-1994
3. G.O (P)No.78, Finance (A&L) Department, dt.3-4-2006.

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The Government of Andhra Pradesh in the G.Os cited have issued orders for sanction of Personal Computer Advance to the Government employees for the purchase of Personal Computers subject to certain terms and conditions.

2) The Associations/Unions representing Employees have requested to provide subsidized computers for personal use to all the cadres of employees.

3) After careful consideration, the Transmission Corporation of Andhra Pradesh Limited hereby orders that the employees of APTRANSCO shall be sanctioned interest bearing advance for purchase of Personal Computer subject to the following terms and conditions:

a) Eligibility:

- i) All TRANSCO employees who are approved probationers and whose **basic pay is Rs.15,025/-** and above per month are eligible for this advance.
- ii) A second advance may be sanctioned only after the first advance is repaid in full along with interest and after a lapse of 5 years from the date of drawal of first advance.

b) Application Form:

The Application form prescribed for the purchase of Motor Car, shall be used for this advance, duly substituting the words "Personal Computer" for the words "Motor Car" wherever they occur.

c) Amount of advance:

The amount of advance shall be **either Rs.50,000/-** (Rupees fifty thousand only) or the actual cost of the Personal Computer whichever is less.

d) Sanctioning authority:

Authority competent to sanction the advance for the purchase of a Motor Cycle/Scooter/Moped shall be the authority competent to sanction this advance.

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e) **Drawal and disbursement:**

After the advance is sanctioned, the pay drawing officer shall draw and disburse the amount to the firm from which it is proposed to be purchased by the applicant through "Account Payee" cheque only. However, the acknowledgement of the applicant shall be obtained in the acquittance register in token of having received the advance.

f) **Utilisation:**

The amount of advance paid shall be utilized within one month from the date of disbursement of the advance and the bills and payees' receipt in support of the purchase shall be submitted to the sanctioning authority. If the amount actually utilized for the purchase of the personal computer is less than the amount of advance sanctioned, the unutilized amount shall be refunded to the APTRANSCO.

g) **Recovery of advance:**

-) The principal amount of the advance shall be recovered in not more than 135 equal monthly installments from the pay (or leave salary or subsistence allowance) of the loanee. After the principal amount is recovered in full, the interest shall be recovered in not more than 65 equal monthly installments.

Note: The loanee may, if he so desires, repay the advance and interest in lesser number of monthly installments.

-) The recovery of the principal amount of the advance shall be commenced from the pay (or leave salary or subsistence allowance) bill of the loanee relating to the month following the month in which the advance is disbursed.
-) The number of installments in which the principal and interest to be recovered shall be fixed in such a way that the entire amount of the advance with the interest thereon is recovered before the employee retires on superannuation. The outstanding balance and interest due, if any, on the date of retirement shall be adjusted from the retirement gratuity.
- iv) In the case of the death of loanee while in service, the outstanding balance and interest, if any, shall be adjusted from the retirement gratuity of the deceased employee.
- v) The sanctioning authority shall obtain the details of recoveries affected from the loanee and maintain registers to watch whether the amount of advance and the interest thereon was fully recovered or not. In cases of default in recovery, he shall take prompt action to see that the balance is recovered.

h) **Rate of interest:**

-) The advance sanctioned under these rules carry simple interest at 8½% per annum and it shall be calculated on the balance of advance outstanding on the last day of month.

i. Penal interest

- i) Penal interest at 1 ½ times the normal rate of interest shall be recovered from the individual to whom the advance is sanctioned in cases where the amount of advance was not utilized within the time stipulated without the specific permission of the APTRANSCO. It shall be levied for the period not covered by the specific sanction of APTRANSCO.
- ii) It shall also be levied in cases where the employee to whom the advance is sanctioned failed to complete the other formalities including insurance or renewal of insurance etc.
- iii) It shall be calculated on the balance outstanding for the actual period in excess of the stipulated period for utilization. If any extension of time for utilizing the advance is granted by APTRANSCO in any particular case, it shall be charged on the expiry of the extended period.

j) Other conditions:

1) Mortgage:

- i) Immediately after the computer is purchased by the employee from out of the advance sanctioned the employee shall execute a mortgage bond hypothecating the computer to the APTRANSCO as security for the advance.
- ii) In the schedule attached to the mortgage bond, the actual price paid for the purchase of the personal computer shall be noted.
- iii) The mortgage bond shall be kept in safe custody by the concerned sanctioning authority.

2) Insurance

- i) As specified in the mortgage bond, the personal computer shall be insured from the date of purchase of personal computer by the loanee and the insurance policy shall be deposited with the concerned sanctioning authority. The insurance policy shall be kept alive till the amount of advance together with interest is recovered in full.
- ii) The amount for which the personal computer to be insured shall not, at any time, be less than the outstanding balance of the advance together with interest accrued at the beginning of the period for which it is insured. If at any time, the amount for which the personal computer is actually insured is less than the amount of outstanding balance of advance including interest that has already accrued, the loanee should refund the difference to the TRANSCO in not more than three monthly installments. In the case of insurance policies under which the companies will be liable to pay only the market value or the insured value of the personal computer whichever is less, the difference between the market value and the outstanding advance against the loanee including interest shall be refunded by the loanee ordinarily in three monthly installments.

3. Entry in Service Register

An entry in the service register of the loanee shall be recorded as and when an advance is sanctioned, drawn and disbursed, under these rules, and attested by the Officer in charge of Service Registers.

4. Failure to purchase or observe the conditions

- i) If any employee to whom an advance is sanctioned failed to utilize the advance within the stipulated time or extended time, as the case may be or failed to fulfill the other formalities like execution of mortgage bond, insurance etc., the employee is liable to refund the entire outstanding balance with penal interest.
- ii) In such cases, sanctioning authority shall order for summary recovery of the amounts and shall also take disciplinary action against the defaulting officer as per rules.

5. Reconveyance:

The personal computer mortgaged to the APTRANSCO shall be reconveyed in the form annexed to the scheme relating to sanction of advance to the APTRANSCO employees for the purchase of conveyance (other than bicycle) duly substituting the word "Personal Computer" for the word 'Motor Car or Motor Cycle/Scooter' by the sanctioning authority after satisfying that the entire loan amount together with the interest thereon is fully recovered and than the loanee fulfilled all the other formalities.

6. Disposal of the Personal Computer:

- a) The personal computer purchased by an APTRANSCO employee from out of the advance sanctioned shall be disposed off either by way of sale or gift without the previous sanction of the APTRANSCO
- b)
 - (i) As and when the personal computer purchased from out of the advance is disposed off by way of sale with the previous sanction of APTRANSCO, by an APTRANSCO employee, the sale proceeds shall be applied towards the repayment of the outstanding balance of the advance and interest, if any, due to APTRANSCO
 - (ii) However, if the personal computer is disposed off by way of sale, in order to purchase another personal computer, the APTRANSCO may permit the loanee to apply the sale proceeds of the old personal computer towards the purchase of another personal computer, subject to the following conditions.
 - (1) If the amount of advance outstanding exceeds the cost of new personal computer, the APTRANSCO employee shall repay such excess amount to the APTRANSCO immediately.

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- (2) The APTRANSCO employee shall continue to repay the amount of advance outstanding by the monthly installments already fixed.
- (3) The new personal computer shall be purchased within one month from the date of sale of old personal computer and the new personal computer shall also be mortgaged and insured.

7. Miscellaneous

Except to the extent specifically provided above, the other conditions relating to the grant of advance to the APTRANSCO employees for the purchase of Motor Cars/Motor Cycles/Scooters/Mopeds shall apply to the advance for the purchase of personal computer also.

- 4) These orders are also available on APTRANSCO Website and can be accessed at the address <http://www.aptransco.gov.in>

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P.LIMITED)

AJAY JAIN
CHAIRMAN & MANAGING DIRECTOR

To
All Chief Engineers.]
All FA & CCAs/Dy.CCAs] APTRANSCO
All Superintending Engineers.]
All Divisional Engineers/Executive Engineers]

Copy to:

The CE/RAC,Ref.,& IT/APTRANSCO --- **With a request to place the above orders in APTRANSCO Website.**

PS to Chairman & Managing Director, APEPDCL, VISAKHAPATNAM.
PS to Chairman & Managing Director, APSPDCL, TIRUPATHI.
PS to Chairman & Managing Director, APCPDCL, HYDERABAD.
PS to Chairman & Managing Director, APNPDCL, WARANGAL.
PS to Managing Director & Vice-Chairman/APGENCO/V.S./Hyd.
PS to Chairman & Managing Director/APTransco/V.S/Hyderabad.
PS to Jt.Managing Director(HRD, Comml., IPC & IT)/VS/Hyd.
PA to Jt.Managing Director (V&S)/APTransco/VS/Hyderabad.
PS to Addl. Jt.Managing Director(Distribution)/VS/Hyd.
PA to Director (Fin. & Rev.)/APTransco/VS/Hyderabad.
PA to Director (Grid Operations)/APTransco/VS/Hyderabad.
DE/Tech. to Director (Transmission)/ APTransco/VS/Hyderabad.
DE/Tech. to Director (Projects)/ APTransco/VS/Hyderabad.
The Chief General Manager (HRD & TRG)/ APTransco/VS/Hyderabad.
The Executive Director (G)/CC/ APTransco/VS/Hyderabad.
The Additional Secretary/ APTransco/VS/Hyderabad.
The Joint Secretary/A.P.Transco/Vidyut Soudha/Hyderabad
The Liaison Officer/SC&ST employees Grievances Cell/AP.Transco/VS/Hyd.
The Chief General Manager (Adm.)/APGENCO/Vidyut Soudha/Hyderabad.
All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.
The Joint Secretary (IR)/APCPDCL/Hyderabad.
The Senior Accounts Officer/SLDC/(F&P)/APTRANSCO/VS/Hyd.

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The Pay Officer//AO(CPR)//Company Secretary/ APTransco/VS/Hyderabad.
The Resident Audit Officer/EBCA/PTransco/VS/Hyd.
All Deputy Secretaries.//All Asst. Secretaries/ APTransco/VS/Hyderabad.
All Sections in P&G Services/ APTransco/VS/Hyderabad.
The General Secretary, APEE Union (Regd.No.1104), Mint Compound, Hyd.
The Secretary General, APSE Employees Union (Regd.No.327), Mint Compound, Hyd.
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.1245)
Mint Compound, Hyderabad.
The General Secretary, APSEB Assistant Engineers Association,
(Regd.No.1185),H.Q. KTPS, New Paloncha, Khammam Dist. – 507 115
The Secretary General, APSEB Engineers Association, (Regd.No.874/75),
H.No.6-3-663, Somajiguda, Hyderabad.
The General Secretary, AP Power Diploma Engineers Association,
(Regd.No.B-473), H.No.5-9-22/55, Adarshanagar,Hyd.
The General Secretary, Andhra Rashtra Power Employees Union,
(Regd.No.G-445), H.No.1-8-565/5, RTC 'X' Road, Hyd-20.
The General Secretary, APSEB Accounts Officers Association, (R.No.C-5)/VS/Hyd.
The General Secretary, Junior Accounts Officers Association, (R.No.880), V.S/Hyd.
The General Secretary, APSEB Secretariat Employees Association,
(Regd.No.54/69), Vidyut Soudha, Hyderabad.
The General Secretary, United Electricity Employees Union, (Regd.No.B-1829),
1-1-60/4, Musheerabad, Hyderabad-20.
The General Secretary, APSEB Technical Employees Union,
C/o Sri K.Sampath Reddy, H.No.6-1-40/5, Mint Compound, Hyderabad.
The Secretary General, APSEB SC & ST Employees Welfare Association
(Regd.No.1589), H.No.8-3-228/1280/56, Jawaharnagar, Yousufguda, Hyd.
The General Secretary, State Scheduled Tribe Employees Welfare Association,
(Regd.No.956/78), HQ: Mint Compound, Besides APCPDCL Head Quarters (New Building),
Hyderabad – 500 063.
The General Secretary, A.P.E.E.P&G & Officers Association, GSR Bhavan,
H.No.6-1-48/4, (Regd.No.327), Mint Compound, Hyderabad – 500 063
The General Secretary, Telangana Elec., Employees' Association
(Regd.No.H.61/2005) H.No.14-3-237, Goshamahal, Begumbazar, Hyd-12.
The Secretary General, Electricity Backward Classes Employees Welfare Association
(Regd.No.1681/2006), Plot No.7, Road No.5G, Krishnanagar Colony,
Moulali, Hyderabad-40
The Secretary General, Electricity, OC Employees Welfare Association,
(Regd.No.1088/2008), H.No.1-1-287/33/A, Chikkadapally, Hyderabad
The General Secretary, Telangana Raastra Vidyut Karmika Sangam,
H.O: Q.No.3-7-443, 444, Beside 132/33 KVSS, Jagital Road, Karimnagar.
The General Secretary, AP Elec. Board Employees Association,
(Regd.No.176), 1-24, Venkatapuram, Secunderabad-500 015.
The Central Record Section. & The Stock File.

C.No.Addl.Secy/DS(L,IR&R)/AS(L,IR&R)/PO(R&HRMS)/JPO/15-20/2009

// FORWARDED BY ORDER //

PERSONNEL OFFICER