

**ALIGARH MUSLIM UNIVERSITY, ALIGARH**



**REGULATIONS  
FOR THE GRANT OF  
ADVANCES TO UNIVERSITY EMPLOYEES**

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## Regulations for the Grant of Festival Advances

**11. Conditions of eligibility.**—(1) The Vice-Chancellor may sanction an advance on the eve of an important festival to a University employee who is in receipt of basic pay not exceeding Rs. 400 per mensem.

((2) An Advance under sub-rule (1) above may be granted to a University employee if he is on duty or on leave of any kind other than leave preparatory to retirement.

((3) An advance under this rule shall not be granted to a University employee more than once in a calendar year even if the festival qualifying for advance falls twice in a year.

((4) An advance under this rule shall not be granted to a University employee unless an advance already granted to him or advance of pay granted under rule 71 of the University Accounts Code has been fully recovered.

((5) An advance under this rule shall not be granted to a temporary University employee unless he is likely to continue in service for a period of at least six months beyond the month in which the advance is disbursed.

**2. Amount of Advance.**—The amount of advance which may be granted to a University employee shall not exceed Rs. 100 or one month's pay, whichever is less.

**3. Recovery of Advance.**—(1) The amount of advance granted under rule 1 shall be recovered in not more than/above 5 monthly instalments.

(2) The recovery of the amount of advance shall commence with the issue of pay, leave salary or subsistence allowance for the month following that in which such amount is drawn.

## Regulations for the Grant of Advance for the Purchase of Bicycles

**1. Eligibility.**—(1) A permanent University Employee who is in receipt of basic pay not exceeding Rs. 485 per mensem may be granted an advance for the purchase of a bicycle on the recommendation of the Head of the Department to the effect that the possession of the bicycle will add to the efficiency of the employee.

(2) A University employee without a substantive appointment may be granted an advance for the purchase of a bicycle provided that he furnishes, along with his application for the grant of such advance, a surety bond (as given in the Annexure) from a permanent University employee (having a status comparable to, or higher than, that of the University employee who applies for the advance.

(3) An advance shall not ordinarily be granted within three years of the grant of a previous advance, unless satisfactory evidence is produced by a University employee to the effect that the bicycle purchased with the help of earlier advance has been lost or has become unserviceable.

**2. Amount of Advance.**— (1) The total amount of advance which may be granted to a University employee for the purchase of a bicycle shall not exceed Rs. 200 and shall be restricted to the anticipated price, inclusive of the sales tax, of the bicycle. If the actual price of the bicycle paid by the employee is less than the amount of advance sanctioned, he shall refund the balance forthwith.

**NOTE.**—The employee drawing an advance will submit to the Accounts Officer within one month of the receipt of advance a cash memo showing the purchase by him of the bicycle for which the advance was drawn.

(2) Notwithstanding anything contained in rule 1 above, an advance for the purchase of a bicycle shall not be granted to an employee who is under suspension and, if an advance has already been sanctioned to him before he was placed

under suspension he shall not be paid such advance during the period of his suspension.

**3. Recovery of advance.**—(1) The amount of advance shall be recovered from the University employee in such number of equal monthly instalments as he may elect, but such number shall not exceed 25. The employee may at his option, pay more than one instalment in a month.

(2) The recovery of the amount of an advance shall commence with the first issue of pay, leave salary or subsistence allowance, as the case may be, after the advance is drawn.

**NOTE.**—In cases where pay bills for a month are disbursed before the end of a month, an instalment received though such pay bills will be taken as having been refunded on the first of the following month, the normal date for disbursement of pay.

(3) If an advance is granted to an employee who is due to retire or whose services are likely to be terminated within the maximum period prescribed for its repayment, the number of instalments shall be so regulated that the repayment of advance with interest, if any, is completed before retirement or termination of service.

(4) If a University employee without a substantive appointment is granted an advance for the purchase of a bicycle but ceases to be in University service before the amount of the advance and the interest thereon is completely repaid, the balance shall, to the extent possible, be adjusted against the pay and allowances due to the University employee. Any amount, as then remains unpaid, shall be recovered forthwith from the surety.

**4. Recovery of Interest.**—(1) Simple interest at 6 per cent per annum shall be charged on these advances. Such interest shall be calculated on the balance outstanding on the last day of each month.

(2) The amount of interest calculated under sub-rule (1) above shall be recovered in the minimum number of monthly instalments, the amount of each instalment being not greater than the amount of the instalment fixed for repayment of the advance under rule 3 (1) above.

(3) The recovery of the amount of the interest shall commence from the month immediately following that in which the repayment of the advance is completed.

**5. Procedure for applying.**—The application for advance shall be submitted by the University employee to the Treasurer in the form (that may be prescribed by the Treasurer) through the proper channel. The Treasurer will obtain the Vice-Chancellor's sanction, after certifying that funds are available in the year in which the advance is to be paid.

ANNEXURE  
Form of Surety Bond

KNOW ALL MEN BY THESE PRESENTS THAT I....., son of..... resident of..... in the District of..... at present employed as permanent..... in the Aligarh Muslim University, Aligarh (hereinafter called "the Surety") am held and firmly bound up to the Aligarh Muslim University (hereinafter called "the University" which expression shall include its successors and assigns) in the sum of Rs..... (Rupees..... only) with interest as hereinafter specified and all costs between attorney and client and all charges and expenses that shall or may have been incurred by or occasioned to the University to be paid to the University FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these present As witness I set my hand this..... day of..... one thousand nine hundred and seventy.....

WHEREAS the University has agreed to grant to....., son of..... a resident of..... in the District of..... at present employed as temporary..... in the Aligarh Muslim University (hereinafter called "the borrower" at the borrower's own request an advance of Rs..... (Rupees..... only) for the purchase of a bicycle AND WHEREAS THE BORROWER HAS UNDERTAKEN TO repay the said amount in..... equal monthly instalments with interest as calculated at the rate and in the manner prescribed under rule 4, thereon or on so much thereof as shall for the time being remain due and unpaid.

AND WHEREAS in consideration of the University having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower shall, while employed in the



said University duly and regularly pay or cause to be paid to the University the amount of the aforesaid advance owing to the University by instalments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid until the said sum of Rs .....(Rupees..... only) with interest as calculated in the aforesaid manner shall be duly paid, then this bond shall be void otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be in the service of the University the whole or so much of the said principal sum of Rs... ..(Rupees..... only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the University and be recoverable from the Surety in one instalment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the University to the said borrower whether with or without the knowledge or consent of the Surety.

Signed and delivered by the said.....

Signature of Surety (Designation) Office to which attached.....

In the presence of :-

at..... this..... of..... 19.....

- (i)..... (ii).....

Signature address and occupation of the witnesses.

## **Regulations for the Grant of Advances for the Purchase of Fans and other Electric Accessories.**

**1. Eligibility—**(1) The Vice-Chancellor may sanction an advance for the purchase of fan or/and other such electric accessories to an employee who holds a substantive appointment in the University and is in receipt of pay not exceeding Rs. 485 per mensem on the recommendation of the Head of the Department to the effect that employee has the capacity to repay the advance.

(2) A University employee without a substantive appointment may be granted an advance under sub-rule (1) above provided that he furnishes, along with his application for the grant of such advance, a surety bond (as given in the Annexure) from a permanent University employee having a status comparable to, or higher than that of the University employee who applies for the advance.

(3) An advance granted under sub-rule (1) shall not be sanctioned unless outstanding balance in respect of an advance previously granted for the same purpose, together with interest thereon has been fully repaid.

**2. Amount of Advance.—**(1) The total amount of advance which may be granted to a University employee under rule 1 above shall not exceed Rs. 200 or three months' pay of the employee or the anticipated price of the article(s) purchased whichever is less. If the actual price, inclusive of the sales tax, of the article(s) purchased by the employee is less than the amount of advance, he shall refund the balance forthwith.

**NOTE :—**The employee drawing an advance will submit to the Treasurer's office within one month the receipt of advance a cash memo showing the purchase by him of the goods for which the advance was drawn.

(2) An advance for the purchase of a fan or the electric accessories shall not be granted to a University employee who

is under suspension, and, if an advance has already been sanctioned to him before he was placed under suspension, he shall not be paid such advance during the period of suspension.

**3. Recovery of Advance:—**(1) The amount of advance shall be recovered from the University employee in such number of equal monthly instalments as he may elect, but such number shall not exceed twenty. The employee may, at his option, repay more than one instalment in one month.

(2) The recovery of the amount of an advance shall commence with the first issue of pay, leave salary or subsistence allowance, as the case may be, after the advance is drawn.

**NOTE:—**In cases where pay-bills for the month are disbursed before the end of a month an instalment received through such way bills will be taken, having been refunded on the first of the following month, the normal date for disbursement of pay.

(3) If an advance is granted to an employee who is due to retire or whose services are likely to be terminated within the maximum period prescribed for its payment, the number of instalments shall be so regulated that the payment of advance with interest, if any, is completed before retirement or termination of service.

(4) If a University employee without substantive appointment is granted an advance for the purchase of a fan or other electric accessories but ceases to be in University service before the amount of the advance and the interest thereon is completely repaid, the balance shall, to the extent possible, be adjusted against the pay and allowances due to the University employee. Any amount, as then remains unpaid, shall be recovered forthwith from the Surety.

**4. Recovery of Interest:—**(1) Simple interest at 6 per cent per annum shall be charged on these advances. Such interest shall be calculated on the balance outstanding on the the last day of each month,

(2) The amount of interest calculated under sub-rule (1) above shall be recovered in the minimum number of monthly instalments, the amount of each such instalments being not

greater than the amount of the instalment fixed for the repayment of the advance under rule 3 (1) above.

(3) The recovery of the amount of the interest shall commence from the month immediately following that in which the repayment of the advance is completed.

**5. Sale or Transfer:—**(1) An employee shall not sell or transfer a fan or such other electric accessories so long as the amount of advance together with the interest on such advance is not completely repaid, except with the permission of the Vice-Chancellor.

(2) When the article is sold before the amount of advance and the interest thereon is fully repaid, the sale-proceeds must be applied, so far as may be necessary, towards the repayment of such outstanding balance provided that when a radio or another such costly article is sold only in order that another radio or an electric article may be purchased, the Vice-Chancellor may permit an employee to apply the sale-proceeds towards such purchase provided that the amount of advance outstanding does not exceed the cost of the newly purchased radio or other costly electric article.

**6. Procedure for Applying:—**The application for advance shall be submitted by the University employee to the Treasurer in the Form (that may be prescribed by the Treasurer) through the proper channel. The Treasurer will obtain the Vice-Chancellor's sanction after certifying that the funds are available in the year in which the advance is to be paid.

## ANNEXURE

## Form of Surety Bond

KNOW ALL MEN BY THESE PRESENTS THAT I....  
 .....son of..... resident of..... in the  
 District of..... at present employed as permanent.....  
 in the Aligarh Muslim University, Aligarh  
 (hereinafter called "the Surety") am held and firmly bound  
 up to the Aligarh Muslim University, (hereinafter called "the  
 University" which expression shall include its successors  
 and assigns) in the sum of Rs..... (Rupees .....  
 only.) with interest as hereinafter specified and all costs betw  
 een attorney and client and all charges and expenses that  
 shall or may have been incurred by or occasioned to the  
 University to be paid to the University FOR WHICH  
 PAYMENT TO BE well and truly made I hereby bind myself  
 my heirs, executors, administrators and representatives firmly  
 by these presents. As witness I set my hand this.....  
 day of one thousand nine hundred and seventy .....

WHEREAS the University has agreed to grant to.....  
 son of ..... a resident of... .. in the District  
 of ... .. at present employed as temporary.....  
 in the Aligarh Muslim University (hereinafter called "the  
 borrower") at the borrower's own request an advance of  
 Rs. .... (Rupees ..... only) for the purchase  
 of electrical goods AND WHEREAS THE BORROWER

**HAS UNDERTAKEN TO** repay the said amount in..... equal monthly instalments with interest as calculated at the rate and in the manner prescribed under rule 6, thereon or on so much thereof as shall for the time being remain due and unpaid.

**AND WHEREAS** in consideration of the University having agreed to grant the aforesaid advance to the Borrower the Surety has agreed to execute the above bond with such condition as hereunder is written.

**NOW THE CONDITION OF THE ABOVE WRITTEN Bond is** that if said Borrower shall, while employed in the said University DULY and regularly pay or cause to be paid to the University the amount of the aforesaid advance owing to the University by instalments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid until the said sum of Rs ..... (Rupees.....only) with interest as calculated in the aforesaid manner shall be duly paid, then this bond shall be void otherwise the same shall be and remain in full force and virtue.

**BUT SO NEVERTHELESS** that if the Borrower shall die or become insolvent or at any time cease to be in the service of the University the whole or so much of the said principal sum of Rs ..... (Rupees..... only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the University and be recoverable from the Surety in one instalment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or

any other indulgence granted by the University to the said borrower whether with or without the knowledge or consent of the Surety,

Signed and delivered by the said.....

(Signature of Surety)

Designation office to which attached....

In the presence of-

- (i).....
- (ii).....

Signature Address and occupation of the witnesses.

this.....  
of.....  
19.....

To

THE VICE-CHANCELLOR  
ALIGARH MUSLIM UNIVERSITY,  
ALIGARH.

SIR,

I request you to sanction me festival advance of Rs. 100,  
The advance is required for meeting expenses on account  
of.....

I certify that—

- (1) My basic pay does not exceed Rs. 485 p.m.;
- (2) I have not applied for or been sanctioned advance  
of pay under rule 71 of the University Accounts  
Code;
- (3) I am a permanent employee of the University and  
my term of appointment extends beyond six months;
- (4) No advance has already been drawn by me during  
the current year.

Date.....

Yours faithfully

Signature.....

(Name in Block Letters).....

DEPARTMENT

OFFICE

Countersigned

Head of the Deptt.

Date... . . . .

REPORT OF ACCOUNTS SECTION ON THE ADMISSI-  
BILITY OF ADVANCE

The request is in order. An advance of Rs..... may be  
sanctioned to Mr.....Funds for the grant of  
advance are available.

Vice-Chancellor

Accounts Officer

Date.....

Date.....

Passed for payment

M.U. Deposits A/c

for Rs.....

Cheque No.....

to Mr.....

Dated.....

for Rs.....

Accounts Officer

Account Officer

Date.....

Received Cheque No.....dated.....for Rs.....

Signature of payee