

STAFF ADVANCE: SANCTIONING AUTHORITY

1. In partial modification of circular no.OTL:P&A:Estt(M&R):91:23 dated 02 Mar 91, it is notified that the Senior Managers concerned may sanction staff advances to employees upto MML II grade working under them, upto a maximum limit of Rs.3000/- only in each case. All applications for advance exceeding Rs.3000/- are to be put up through proper channels to the controlling Director for final orders.

2. Sanctioning Authorities are advised to check on the following points very carefully before sanctioning staff advances:-

(a) that the request is genuine in the sense that the need for which advance is requested really exists,

(b) that the amount requested as advance is not disproportionate to the need/reason mentioned in the application.

(c) that the provisions of para 2.2 of the circular referred at para 1 above, relating to eligibility, are met.

3. Applications for staff advance on medical grounds will have to be supported with a certificate from an AMA of the Company. Further, such advance will have to be liquidated in one lumpsum at the time of settlement of medical reimbursement claim. The medical reimbursement claim, in turn, shall have to be submitted positively within one month of drawal of advance or commencement of treatment whichever is earlier. In case of continuing treatment, medical reimbursement claim(s) may be submitted at periodical intervals of three to four weeks.

4. These instructions come into force with effect from the date of issue.



(J N Misra)
Air Vice Marshal(Retd)
Director(Commercial)

- 1. Director(T-S&E)/Director(T-F&C)/GM(F)/DH(S)
- 2. All Senior Managers
- 3. Executive (Accounts)
- ✓ 4. Manager (P&A) MPSEDC - for information

MADHYA PRADESH STATE ELECTRONICS DEV.CORPN.LTD.

Ref: MPSEDC:P&A:Estt:(M&R):91

March 15, 1991

C I R C U L A RSub: Revision of Rules on Staff Advance

The revised rules on Staff Advance for OTL employees have been issued vide circular No.OTL:P&A:Estt:(M&R):91:223 dated 2nd March 1991. It has been decided that the revised rules on Staff Advance as circulated for OTL employees will also become applicable for all employees of MPSEDC.

This issues with the approval of competent authority.

Masoorkar
(Mrs.P.MASOORKAR) ^{15/3/91}
MANAGER (PERS&ADMN.)

- Copy to:
1. General Manager (Finance)
 2. General Manager (TVDØ)
 3. Dy.General Manager (P)
 4. Resident Manager, New Delhi
 5. Accounts Officer, H.O.
 6. Asstt.Manager (Finance)
 7. Asstt.Co.Secretary
 8. PS to MD
 9. General Secretary, MPRENK Sangh
 10. Notice Boards (HO/TVD)