

NORTHERN POWER DISTRIBUTION COMPANY OF A.P. Ltd.  
CORPORATE OFFICE :: WARANGAL - 506 004.

APNPDCL - Providing of loan to the employees of APNPDCL for purchase of personal Computers - Orders - Issued.

N.O.O(CGM-HRD) Ms.No. 391

Dt: 18-03-2010.

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.28-04-1994.
3. G.O (P) No.78, Finance (A&L) Department, 3-4-2006.
4. TOO (Addl.Secy - Per) Ms.No.271, Dt.15-02-2010.  
& & &

The Government of Andhra Pradesh in the G.Os cited have issued orders for sanction of Personal Computer Advance to the Government employee 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 Northern Power Distribution Company of Andhra Pradesh Limited hereby orders that the employees of APNPDCL shall be sanctioned interest bearing advance for purchase of Personal Computer subject to the following terms and conditions.

a) Eligibility

i) All APNPDCL 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 drawl 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.

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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.

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 APNPDCL.

g) Recovery of advance

i) 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.

ii) 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.

- iii) 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

- (i) The advance sanctioned under these rules carry simple interest at 8 1/2 % 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 1/2 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 APNPDCL. It shall be levied for the period not covered by the specific sanction of APNPDCL.
- 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 APNPDCL 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 APNPDCL 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 NPDCL 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 APNPDCL shall be reconveyed in the form annexed to the scheme relating to sanction of advance to the APNPDCL 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 Computers

- a) The personal computer purchase by an APNPDCL employee from out of the advance sanctioned shall be disposed off either by way of sale or gift without the previous sanction of the APNPDCL.
- 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 APNPDCL, by an APNPDCL employee, the sale proceeds shall be applied towards the repayment of the outstanding balance of the advance and interest, if any, due to APNPDCL.
  - ii) However, if the personal computer is disposed off by way of sale, in order to purchase another personal computer, the APNPDCL 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 APNPDCL employee shall repay such excess amount to the APNPDCL immediately.
- 2) The APNPDCL employee shall continue to repay the amount of advance outstanding by the monthly installments already fixed.
- (2) 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 APNPDCL employee for the purchase of Motor Cars/Motor Cycle/ Scooters / Mopeds shall apply to the advance for the purchase of personal computer also.

(BY ORDER IN THE NAME OF THE CMD/ NORTHERN POWER  
DISTRIBUTION COMPANY OF A.P LIMITED)

CH. NARASIMHA REDDY  
CHAIRMAN & MANAGING DIRECTOR

To:

All the Chief Engineers  
All the Superintending Engineer  
All the Divisional Engineers } of APNPDCL

Copy to:

PS to Chairman and Managing Director/APTRANSCO/V.S/Hyderabad.  
PS to Chairman and Managing Director/APCPDCL/Hyderabad.  
PS to Chairman and Managing Director/APEPDCL/Visakhapatnam..  
PS to Chairman and Managing Director/APSPDCL/Thirupathi.  
DE/Tech to Chairman & Managing Director/APNPDCL/ Warangal  
P.S. to Director(Operations)/APNPDCL/ Warangal.  
P.S. to Director(Projects)/APNPDCL/ Warangal.  
P.S. to Director(Finance)/APNPDCL/ Warangal.  
P.S. to Director(P&MM)/APNPDCL/ Warangal.  
P.S. to Director(HRD)/APNPDCL/ Warangal.  
The Chief General Managers (Expr.)(P&MM)(P&RAC)(Comml., Opn. & IPC)/  
APNPDCL/Warangal  
The Chief Engineer/Enq. & QC/NPDCL/ Warangal.  
All the General Managers /APNPDCL/Warangal. (P & MM)  
The Asst. Secretary-(Estt.), (DC), (IR),(Legal) / APNPDCL/ Warangal.  
All the Personnel Officers/Corporate Office/APNPDCL/ Warangal.  
The Pay Officer/ APNPDCL /Warangal.  
The Company Secretary Gr-III/APNPDCL/ Warangal.

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- The Company Secretary/APEE Employees Union (Regd. No. 1104  
H.No. 5-3-133, Kothuru Street, Hanamkonda.
- The Company Secretary /APSE Employees Union (Regd. No. 327)  
H.No. 2-8-464/3, Srinagar Colony, N.G.O's Colony Road, Hanamkonda.
- The Company President/ Telugunadu Vidyuth Karmika Sangam  
(Regd.No. B1245), H.No.10-3-241, Sapthagiri Residency, Flat No.101,  
Vidyanagar, Karimnagar- 505001
- The Company Secretary / Telangana Rastra Vidyuth Karmika Sangam  
(H-58) O/o. SE/Op/ Karimnagar.
- The Company Secretary, United Electricity Employees Union (Reg. No.  
1829) H.No.4-1-258, Indiranagar Colony, Khammam.
- The Company Secretary/APSEB Engineers' Association (Regd. No.  
874/75)H.No. 2-5-215, Nakkalagutta, Hanamkonda, Warangal.
- The Company Secretary/APSEB Assistant Engineers Association  
(Regd. No. 1185 of 1977) O/o. DE/Op/ Jangaon.
- The General Secretary/AP Power Diploma Engineers Association ( Regd. No. B-  
473) H.No. 1-7-1008/DIPEE Bhavan/ Hunter Road, Warangal.
- The Company Secretary,/ APSEB Accounts Officers Association ( Regd.  
No. C-5)Corporate Office/ APNPDCL /Warangal.
- The General Secretary/ APSEB Junior Accounts Officers Association/  
Corporate Office/Warangal.
- The General Secretary/APSEB Scretariat (P&G) Employees Association  
(Regd. No. 54/1969), O/o. CGM(HRD)/APNPDCL / Warangal.
- The General Secretary/APEE P&G and Officers' Association (Regd. No.  
10656) O/o. SE/OP/ Warangal.
- The Company Secretary/ BC Employees Welfare Association (Regd. No.  
1589) O/o. CGM(Exp)/APNPDCL/Warangal.
- The Company Secretary/ SC & ST Welfare Association /o. SE/Op/  
Warangal.
- The General Secretary/ST Welfare Association O/o: DE/Op/Wgl
- The Company Secretary, Electricity OC Employees welfare Association  
(APNPDCL) H.No.3-285/9, Shyamala Durgadas Colony, HNK.  
Stock File. //Spare//

C. No. CGM(HRD)/GM(S)/AS(Estt.)/PO-A/ 37-A1/2010.

//FORWARDED BY ORDER//

*Murali*  
PERSONNEL OFFICER 18/3