

# **The Rules for the Grant of Marriage Advance to Coimbatore Municipal Corporation Employees**

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India

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### **Rule**

### **THE-RULES-FOR-THE-GRANT-OF-MARRIAGE-ADVANCE-TO-COIMBATORE MUNICIPAL CORPORATION EMPLOYEES OF 1800**

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The Rules for the Grant of Marriage Advance to Coimbatore Municipal Corporation Employees

#### **1. Scope of scheme.**

(1) Marriage advance may be sanctioned to the employees of Coimbatore City Municipal Corporation including Last Grade Servants for the celebration of the marriage of themselves and their sons, daughters, stepsons and step-daughters. In the case of marriage of the employees themselves, the advance is admissible, provided the employee's father or mother is not eligible for the advance or had not applied for it.

#### **2. Amount of advance.**

- In the case of marriage of female employees and daughters of employees, the advance shall be limited to rupees three thousand only. In the case of marriages of male employees and sons of employees, the advance shall be limited to rupees two thousand and five hundred only: Provided that only 75 per cent of the advance shall be sanctioned in the first instance in the cases subject to the availability of funds if the particulars contained in the application or the advance are found to be correct after scrutiny and enquiry. The balance amount of 25 per cent shall be sanctioned after production of the utilisation certificate in Form IV appended to these rules duly endorsed by another employee to the effect that he is personally aware that marriage has been celebrated.

### 3. Eligibility.

(a) Permanent employees and non-permanent employees employed in regular capacity who are approved probationers at the time of application for the advance are eligible for the advance. Employees on leave other than extraordinary leave without allowances are eligible to apply for the advance. If an employee's spouse, father or mother is also an employee, only one of them shall be entitled to the advance for the same marriage in family. Adopted sons or adopted daughters of Hindu employees are eligible for grant of marriage advance, subject to production of documents or other valid proof in support of such adoption. Such document should be produced before sanction: Provided that the employee has declared in his first appointment whether he is married and many children he has with details of name and age. As and when a change occurs, the original particulars should be up to dated. A separate file containing the declaration from one of the employees in an office shall be maintained by the Executive Authority. (b) The male employee or the sons of the employee, as the case may be, must have completed twenty-one years of age on the date of application to be eligible for advance. The female employee or the daughters of the employee, as the case may be, must have completed eighteen years of age on the date of application. The age limit shall apply to all irrespective of the religion of the employee. (c) Adopted sons, adopted daughters of Muslim and Indian, Christian employees not eligible for the grant of marriage advance since the personal laws applicable to them do not recognise the principle of adoption. (d) Employees who are paid monthly wages at fixed rates and who are classified as manilas and others like engineering road gang coolies, avenue coolies paid from contingencies, are not eligible for the grant of marriage advance. (e) No advance shall be sanctioned to an employee for remarriage. (f) Employee, whose "carry home salary" falls below 25 per cent of their total emoluments after recovery of the instalment of this advance, if sanctioned, shall not be eligible for the sanction of the advance. Explanation. - Carry home salary is the money left behind from the gross salary and allowances after making all deduction therefrom in a month. (g) No second advance shall be sanctioned to an employee when a previous advance is pending recovery. (h) No third advance shall be sanctioned to an employee if he has drawn two advances towards a celebration of marriage: Provided that the marriage advance drawn by the employee and remitted in full with interest, without being utilised for the purpose for which it was sanctioned need not be taken into account for the purpose of the number of times the employee is eligible to get marriage advance in service. (i) The sanction of the advance shall be subject to availability of funds in the provision made in the budget for the year under the head of account. (j) There shall not be any deficit under general fund accounts of the Corporation. (k) The advance cannot be demanded or claimed as a matter of right. (l) Advance is subject to the sanction by the Corporation council.

### 4. Application.

(a) An application for an advance shall be made in Form I appended to these rules, before the marriage, not earlier than 6 months, the application shall be made to the Commissioner of the Coimbatore Corporation. It shall be accompanied by an agreement in Form II appended to these rules. (b) No application for an advance shall be entertained before six months of the anticipated date of the marriage. But an application should be reached least 90 days prior to the date of marriage so as to sanction the advance before the date of marriage after following the various procedures.

Application received within 90 days but prior to the date of marriage will also however be entertained and there cannot be any guarantee that the advance will be disbursed the date of marriage.(c)No application shall be entertained from an employee under suspension and no advance shall be sanctioned or disbursed to an employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from service.

## **5. Surety.**

(a)The advance shall be disbursed only after obtaining personal security bond in Form III appended to these rules duly executed by the borrower and another employee either permanent or with not less than 10 year of regular service, as surety, drawing a pay not less than that of the borrower and not retiring before complete repayment of the advance with interest guaranteeing the repayment of advance.(b)An employee, either permanent or with not less than 10 year of regular service, shall stand surety to only one employee.

## **6. Interest.**

- The advance shall bear interest at the rates as may be prescribed by the Government from time to time.

## **7. Disbursement of the advance.**

(a)The advance shall be disbursed not earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned.(b)The entry in the service register shall be made for having sanctioned the advance. The entry regarding the refund of the marriage advance without utilisation shall also be made in the service register as follows against the original entry in red ink:-Rules for the grant of Marriage Adv. to CBE Munpl. Corpn, Employees. - Refund of marriage advance (first/ second) in full with interest.(1)Amount of advance remitted(2)Amount of interest(3)Remitted at(4)Challan No. Date(5)Reasons for refund(c)The advance shall be sanctioned and drawn even after the date of celebration of the marriage provided the applicant has applied for the advance before the date of the marriage and the delay in sanctioning or drawing the advance is due to reasons beyond the control of the applicant;(d)If the funds allotted in a particular year for sanction of marriage advances have been exhausted, all pending cases shall lapse. If in any such case, the marriage is conducted from private funds, such case cannot be carried forward to the next year for sanction of advance on the ground that advance has been applied for in the previous year before conducting the marriage, if the marriage has not been conducted, the applicant may renew his application next year when funds become available in which case, the application will be dealt with under the rules as a fresh application;(e)The advance shall be sanctioned and drawn even after the date of 'celebration of the marriage provided the applicant has applied for the advance before the date of the marriage and the delay in sanctioning or drawing the advance is due to reasons beyond the control of the applicant;(f)If the funds allotted in a particular year for sanction of marriage advances have been exhausted, all pending cases shall lapse. If in any such case, the marriage is conducted from private funds, such case cannot be carried forward to the next year for sanction of

advance on the ground that advance has been applied for in the previous year before conducting the marriage, if the marriage has not been conducted, the applicant may renew his application next year when funds become available in which case, the application will be dealt with under the rules as a fresh application.

## **8. Recovery.**

(a)The principal of the advance shall be recoverable in not more than 60 (sixty) monthly installments. The recovery shall be regulated in such a manner that the advance together with the interest thereon is full recovered from the pay of the employee before his retirement. The recoveries shall be in whole rupees which shall be effected from the pay or leave salary bill of the employee by compulsory deduction, irrespective of the fact whether the employee is on duty or on leave.(b)The recovery of the monthly instalments of the advance shall commence from the pay of the employee concerned for the calendar month immediately subsequent to the month in which the marriage had been celebrated or from the pay bill of the third calendar month subsequent to the drawal of the advance whichever is earlier. No extension of time for commencement of recovery shall ordinarily be granted.(c)The recovery of interest shall commence on completion of the recovery of principal, the amount of interest does not considerably exceed the amount of the monthly instalment fixed for the recovery of the principal, it shall be recovered in one lump sum. Otherwise, it shall be recovered in amount not exceeding the monthly instalments fixed for the repayment of the principal.

## **9. Procedure in case of failure to satisfy the rules.**

(a)The advance received by an employee, if not utilised for the purpose for which it has been sanctioned within three months from the date of drawal, shall be refunded in one lump sum together with the interest due thereon. No extension of time for utilisation of the advance shall ordinarily be granted;(b)Extension of time up to period of one month for utilisation of advance may be granted to the employee by the sanctioning authority on the merits of the case. If the advance is not utilised within the extended period of one month, orders of the Government shall be obtained, if further extension is considered necessary by sanctioning authority. The sanctioning authority shall decide in each case whether the request for extension of time is really deserving or not;(c)In case where an employee who has drawn the advance dies before the repayment is completed, the outstanding balance and the interest due shall be the first charge of the Death-cum-Retirement Gratuity payable to the legal heir or heirs of such employee as stipulated in the agreement;(d)In advance granted to an employee shall be subject to summary recovery, if it is proved subsequently that it was not utilised for the purpose for which it was sanctioned;(e)In cases where the Commissioner, Coimbatore Corporation is unable to recover the amount in one lump sum, but referred the cases to the [ Government, pending receipt of orders from the Government, the recovery of not less than one-tenth of the balance amount together with interest shall be effected from the salary of such employee, who have misused the advance.

## **10. Utilisation certificate.**

- The employee receiving the advance shall produce to the Commissioner, a certificate of utilisation in Form IV appended to these rules, within one month from the date of celebration of the marriage or within three months from the date of drawal of the advance, whichever is earlier, duly endorsed by another employee. If the actual expenditure incurred on account of the marriage is less than the advance drawn, the difference shall be refunded forthwith.

## **11. Sanctioning authority.**

- The applicant to whom the advance maybe sanctioned and the amount of such advance shall be determined subject to the maximum prescribed in rule 2, by the Commissioner, Coimbatore Corporation, subject to the instructions issued by the Government from time to time.

## **12. Provision of finds.**

- The Council may provide necessary funds in the budget very year. When the appropriation is expected to have been spend on the basis of the sanction already accorded the sanctioning authority may stop or continue further sanction with reference to the decisions of the Council and take steps to provide for additional funds, if necessary.

## **13. Application of orders of Government, etc.**

- All orders or instructions that may be issued by the Government in this behalf, in respect of Government employees shall, mutatis mutandis apply to the employees so far as they are not repugnant to the above rules.