



**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
& INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN: TILAK MARG: JAIPUR 302005**

**RIICO (CONVEYANCE ADVANCE) RULES-1979**

In exercise of the powers conferred under Article 93 (XV) of the Articles of Association of the Corporation, the Working Committee of the Board of Directors of Rajasthan State Industrial Development & Investment Corporation Limited, have been please to approve the following rules to regulate the grant of advance for purchase of conveyance, namely:

**1. Short Title:**

These rules may be called the Rajasthan State Industrial Development & Investment Corporation (Conveyance Advance) Rules, 1979.

**2. Applicability:**

These rules shall apply to all the employees of the Corporation except the following:-

- I. Those who are employed on casual or daily wages.
- II. Those who are employed on contract basis.
- III. Those who are on deputation from the Central/State Government/ Other Autonomous Bodies/Corporation/Boards.

**3. Commencement:**

These rules shall come into force with effect from 15<sup>th</sup> December, 1979.

**4. Definitions:**

In these rules unless the context otherwise requires, the

- i. 'Appendix' means the appendices attached to these rules.
- ii. 'Board' means the Board of Directors of the Corporation.
- iii. 'Corporation' means the Rajasthan State Industrial Development & Investment Corporation Limited.
- iv. 'Conveyance' means a Cycle, Motor-Cycle, Scooter, Moped, Motor-Car, Jeep and Tricycle for disabled handicapped persons.
- v. 'Employee' means a person, who is in the whole-time employment in connection with the affairs of the Corporation.
- vi. Financial Advisor means the Financial Advisor of the Corporation appointed under Article 95 of the Articles of Association of the Corporation.
- vii. 'Managing Director' means the Director on the Board of the Corporation, appointed under Article 94 of the Articles of Association of the Corporation, having substantial powers of management which would not otherwise be

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exercisable by him and includes a director occupying the position of Managing Director by whatever name called.

viii. 'Sanctioning Authority' means the Advisor (A&M) of the Corporation of any other officer empowered by him to grant Conveyance Advance.

ix. 'Service' means the employment under the Corporation.

x. 'State Government' means the Government of Rajasthan.

5. **Conditions for grant of conveyance advance.**

The conditions for grant of Conveyance Advance shall be as follow:-

i. The Conveyance Advance cannot be claimed as a matter of right. The grant of Conveyance Advance shall be at the sole discretion of the sanctioning authority.

ii. The advance shall be sanctioned only where the total deduction including the deductions for the advance under this rule, does not exceed 50 per cent of the total monthly emoluments of the employee on the date of sanction. Where the total deductions including the deductions for the advance under this rule exceed fifty per cent of the total monthly emoluments on the date of sanction, the amount of advance under this rule shall be reduced to such an extent that the total monthly deduction from the salary of an employee including the deductions for the advance under this rule does not exceed fifty per cent of the total monthly emoluments of the employee.

**Note:** - For the purpose of this sub-rule, emoluments mean the amount of pay plus dearness allowance.

iii. An employee desiring an advance for the purpose of conveyance shall obtain in writing a certificate from his/her controlling officer to the effect that the maintenance of conveyance by the employee is necessary for the efficient discharge of his/her duties.

iv. It shall depend upon the budgetary amount ear-marked every year for the purpose and such amount, if remains un-spent, shall lapse at the end of the financial year.

v. It shall normally be based on 'First come first served basis' but under very special circumstances, to be recorded in writing, the sanctioning authority reserves the right to give priority in certain cases.

vi. The kind of conveyance for which the loan shall be sanctioned to an employee will be determined by the Corporation taking into account his status, pay and nature of the duties performed by him in the Corporation. The decision of the Corporation as to the kind of the conveyance for which loan is to be sanctioned to the employee shall be final.

vii. No advance shall be sanctioned under this rule till the previous advance, if any, has been recovered in full. Second advance may be sanctioned at the discretion of the sanctioning authority on the condition that the vehicle purchased from the previous advance shall be sold and sale proceeds thereof shall be used towards

  
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purchase of the new vehicle and only the remaining balance shall be sanctioned by the Corporation as an advance subject to the ceiling under these rules.

**Note:** - The value of the old vehicle will be assessed on the basis of written down value as per the provisions of the Income Tax Act, 1961 or the price in which the Vehicle is actually sold, whichever is higher.

- \*viii. The employee may be sanctioned an advance for booking a conveyance other than bicycle and such advance shall be treated as part of the over-all conveyance advance admissible for purchase of the vehicle under these rules.
- \*ix. The money receipt of booking the conveyance shall be deposited with the Corporation, immediately on receipt, as collateral security. The money receipt shall only be released by the Corporation on receipt of allotment letter for delivery of the conveyance against the booking.

6. Employee's entitlement for conveyance advance.

- \*\*i). An advance for the purchase of conveyance may be granted to an employee belonging to one of the following categories :-

- \*\*a) Conveyance (Bicycle) advance shall be sanctioned to an employee of the Corporation, who has put in one year of continuous service and has been confirmed in the service of the Corporation.

- \*\*b) The conveyance (Car, Scooter, Motor-cycle, Moped) advance shall be sanctioned to an employee of the Corporation who has put in at least three years of continuous service of the Corporation provided, however, that the Managing Director may at his discretion sanction to an employee loan for purchase of Car, Scooter, Motor-cycle, Moped as per his entitlement as per Rules irrespective of the period of his service in the Corporation after obtaining surety in the prescribed form (Appendix-III) from confirmed employee of the Corporation.

- \*c) The employee eligible for purchase of Car, Jeep, Scooter, Motor-Cycle, Moped shall also be sanctioned an advance for booking of any of these vehicles, if there is any booking scheme for such vehicles.

*\* Inserted vide Working Committee Decision on item no. 4 of its meeting held on 7<sup>th</sup> February, 1987.*

*\* \* Inserted vide Working Committee decision of item no. 5 of its meeting held on 23<sup>rd</sup> August, 1980.*

  
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\*ii). The amount of advance for purchase of conveyance shall be sanctioned as under:-

Category of Corporation employees drawing basic pay	Kind of conveyance	Amount of advance	Number of installments of recovery of advance with interest thereon
1	2	3	4
1. Rs. 25000/- per month and above	i. For purchase of a new Motor Car/Jeep	6 Months pay or Rs. 1.80 Lacs or 80% of the cost of motor car/Jeep Whichever is less	180
	ii. For purchase of an old Motor Car/Jeep	3 Months pay or Rs. 1.00 Lacs or 80% of the cost of motor car/Jeep Whichever is less	180
<b>Note:</b> The officer concerned will submit an affidavit stating the price paid by him for the Car along with other prescribed details, make of the Car and year manufacture.			
2. Rs. 6500/- per month and above	i. Scooter/Motor Cycle/Moped	3 Months pay or Rs. 30000/- Lacs or 80% of the cost of Scooter/Motor cycle/Moped Whichever is less	120
	ii. Tricycle (for disabled & handicapped persons only)		
3. All Corporation employees	Cycle	Rs. 1500/- or the cost of cycle whichever is less	50

**Note:** Where Husband and Wife both is Corporation employees the pay of the both of them may be clubbed for the purpose of determination of eligibility for a particular type of conveyance mentioned in column 2 of this sub-rule. The amount of advance shall be granted to either of them on the basis of his/her pay who makes an application for the grant of advance under these rules. In such cases, the other spouse shall not be eligible for entitlement to the grant of advance under these rules. In such cases, the other spouse shall not be eligible for entitlement to the grant of Conveyance Advance until the previous advance together with interest thereon taken by the other spouse has been fully paid.

\* Substituted vide decision of the Working Committee in its meeting held on 18<sup>th</sup> June, 1990 vide item no.5.

**Note:** - The value of the old vehicle will be assessed on the basis of the written down value as per the provisions of INCOME TAX ACT, 1961 or the price in which the vehicle is actually sold, whichever is higher.

  
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**7. Interest:**

The rate of simple interest on the amount of advances granted shall be the rate charged by the State Government from its employees for such advance as applicable at the time of sanctioning the advances.

**8. Procedure for drawal of advance:**

The procedure, for grant of Conveyance Advance, shall be as under:-

- i. An application in the prescribed form **Appendix-I** will be made to the sanctioning authority through proper channel along-with necessary documents as required in support of the request for advance i.e. the certificate in support of basic pay, essentiality certificate, Performa invoice indicating the price of the vehicle and its availability.
- ii. On receipt of the application, advance shall be sanctioned after due examination by the authority empowered to sanction such advance.
- iii. Before the amount of advance is disbursed by the authority empowered in that behalf, the employee shall :-
  - a) Enter into an agreement with the Corporation in the form **Appendix-II**.
  - b) Furnish an acceptable surety, in the prescribed form **Appendix-III**, of an employee of the Corporation who has put in at least 3 years continuous service in the Corporation.

**Note:** - If an employee is not eligible for grant of an advance for a particular conveyance to himself under these rules, he will not be eligible to stand surety for another employee for the grant of advance for such conveyance.

**9. Hypothecation:**

Immediately after purchase of the vehicle, the employee shall execute a mortgage deed in the prescribed form **Appendix-IV** hypothecating the vehicle to the Corporation as surety, but the deed of hypothecation will not be necessary in the case of advance for the purchase of cycle.

**10. Insurance and Registration:**

- i. The conveyance purchased with the aid of advance granted to an employee by the Corporation shall be get insured comprehensively including risk against riots, civil commotion, damage by fire, theft or accident etc. at least to the extent of advance taken within one month from the date of purchase of the vehicle, and the insurance policy shall be allowed to continue until the advance with interest accrued thereon is fully repaid. At the same time, the conveyance shall be got registered as per law.



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- ii. The employee drawing the advance shall furnish to the Corporation a letter addressed to the Insurance Company with whom the vehicle is insured to notify to them the fact that the Corporation is interested in the Insurance Policy secured. The Corporation shall forward this letter to the Insurance Company with its endorsement thereon. This procedure will be repeated every year until the advance is fully repaid. Contravention of these provisions will render the employee liable to refund the whole of the outstanding amount with interest accrued thereon, in lump sum.

**11. Repayment:-**

- a. The advance shall be repayable as under:-
- |   |                             |
|---|-----------------------------|
| i. For Bicycle                                  | : 50 Monthly Installments.  |
| ii. For Scooter, Motor-Cycle, Moped & Tricycle* | : 120 Monthly Installments. |
| iii. For Car/Jeep                               | : 180 Monthly Installments. |

\*\*aa. The amount of booking money advanced under Rule 6(i)(c) together with interest therein shall be recovered in 50 monthly installments.


- b. In case of an employee, who is due to retire before the completion of a period within which loan is to be repaid as per Sub-rule (a) above, the number of installments shall be so regulated that the recovery of the advance and interest thereon would be complete well before the time of the last pay to the employee before retirement.

*\*Substituted vide Working Committee decision on item No. 5 of its meeting held on 17<sup>th</sup> July, 1987.*

*\*\*Inserted vide Working Committee decision on item no. 4 of its meeting held on 7<sup>th</sup> February, 1987.*

- \* c. Where the period of service of an employee, to whom the advance is granted remains insufficient for the purpose of repayment as a result of leaving the service of the Corporation, the whole of the balance amount of advance with interest accrued thereon shall be recovery immediately in lump sum from the sale proceeds of the vehicle/ or from all the dues payable to the employee.
- d. If the actual price paid is less than the estimated value of the vehicle shown in the application, the excess amount of advance will be refunded in cash forthwith to the Corporation.

**Note:-**For the purpose of this rule the 'Actual Price' shall mean the price of vehicle payable to the dealer fees, insurance charges, cost of extra spares other than those supplied with original sales transaction etc.

  
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- e. The recovery will be made by deducting from the monthly salary bill of the employee in equated monthly installments as proscribed. The employee shall have an option of repaying the advance in a lesser number of equal monthly



installments provided that the number of such lesser installments in which he desired recovery to be affected is intimated by him to the Corporation before sanctioning of loan or before the commencement of recovery installments.

- f. The repayment of advance shall start from the first monthly pay bill drawn subsequent to the month in which the advance is disbursed.
- g. Where the employee dies while in service and the advance sanctioned to him under these rules remains outstanding against him, notwithstanding anything contained in rules 5 & 6 of these rules the sanctioning authority shall have the right to transfer the outstanding balance of the advance to be recovered from the salary of the member of the deceased employee's family if appointed in the Corporation under Chapter-III of the RIICO Recruitment and Selection Rules. The sanctioning authority shall also have discretion to revise the installments of repayment looking to the repaying capacity of the employee so appointed, if considered necessary.

**12. Result of contravention of Rules:**

In case any of the provisions of these rules is contravened by an employee at any stage he shall be called upon to refund the whole amount outstanding to the Corporation in lump sum (one installment), along-with penal interest at the rate of 4% above the rate of interest in the advance and if the employee fails to refund the amount as stated above, the recovery shall be effected in accordance with the law in force.

**13. General Conditions:**

- i. The conveyance purchased shall be considered to be the property of the Corporation until the advance with interest accrued thereon is repaid in full by the employee.
- ii. The conveyance purchased with the aid of advance shall be kept by the employee in good condition.
- iii. So long as such conveyance is considered the property of the Corporation, the concerned employee shall be responsible for payment of all taxes levied on such conveyance to the authority concerned.
- iv. The cost of items like spare wheel, tyres and tubes, accessories such as radio in a Car, Pillion seat in a Scooter, cover of seat, insurance and registration charges of the vehicle and the cost of stamp paper required for executing the mortgage deed, agreement and surety and any other charges leviable will be borne by the employee receiving the advance.
- v. The purchase of vehicle and the payment therefore shall be completed within one month of the date of drawal of the advance, failing which the employee shall be bound to refund to the Corporation forthwith the full amount of advance drawn together with interest accrued thereon.

  
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**14. Sale and Transfer:**

The employee, who is sanctioned an advance for the purpose of conveyance, shall not or transfer the conveyance so long as the amount of advance together with interest on such advance is not completely repaid.

**14.(a) Cancellation of booking:**

In case the booking is got cancelled by an employee at any time before taking the delivery of the vehicle, the entire amount outstanding (principal together with interest) shall be deposited with the Corporation in lump sum.

*\* Inserted vide Working Committee decision on item no. 4 of its meeting held on 7<sup>th</sup> February, 1987.*

**15. Interpretation:**

If any question arises relating to the interpretation of these rules, the matter shall be referred to the Managing Director whose decision thereon shall be final.

**16. Repeal and Saving:**

All rules/regulations corresponding to these rules and in force immediately before the commencement of these rules, are hereby repealed, but any order made or action taken under the rules/regulations so repealed, shall be deemed to have been taken, under the corresponding provisions of these rules.

  
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### ANNEX-XIII


Amendment in RIICO (Conveyance Advance) Rules, 1979 consequent upon the revision of Pay Scales.

In the said rules:-

The existing sub rule (ii) of Rule 6 of RIICO (Conveyance Advance) Rules, 1979 shall be substituted by the following:

- 1) The amount of advance for purchase of conveyance and the number of installments in which it shall be repayable, shall be as follows:-

Note: Where husband and wife both is Corporation employees the pay of the both of them may be clubbed for the purpose of determination of eligibility for a particular type of conveyance mentioned in column 2 of this sub-rule. The amount of advance shall be granted to either of them on the basis of his/her pay who makes an application for the grant of advance under these rules. In such cases, the other spouse shall not be eligible for entitlement to the grant of Conveyance Advance until the previous advance together with interest thereon taken by the other spouse has been fully paid.

  
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Sr. No.	Category of employees drawing pay	Kind of conveyance	Amount of Advance	No. of installments of recovery of advance with interest thereon
1.	2.	3.	4.	5.
1.	Rs. 3000/- per month & above	a) For purchase of a new Motor car/Jeep  b) For purchase of old Motor car/Jeep	20 Months pay or Rs. 75000/- or 80% of the cost of motor car/Jeep which over is less.  13 Months pay or Rs. 50000/- or 80% of the cost of Motor car/Jeep which over is less.	120  120
Note: The officer concerned will submit an affidavit stating the price paid by him for the car along with other prescribed details, make of the car and of manufacture.				
2.	Rs. 800/- per month & above.	a) Scooter/Motor cycle/Moped b) Tricycle (for disabled & handicapped persons only) etc.	8 Months pay or 100 Rs. 12000/- or 80% of the cost of scooter/Motor-cycle/moped etc. Whichever is less.	100
3.	Rs. 700/- & above but below Rs. 800/-	Moped of 0.5 HP	Rs. 4000/- or 100 the price of Moped whichever is less.	100
4.	All employees	Cycle	Not exceeding 35 Rs. 500/-	35

  
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