

# **MASTER CIRCULAR**

## **Master Circular No. 39**

### **Master Circular on Advances and Their Recovery**

The instructions issued by the Railway Board from time to time on the subject of Advances and their recovery, are contained in several letters. The Railway Board have now decided to consolidate the instructions on the subject, except the instructions relating to grant of advance for house building/ purchase of ready-built house/ flat or for re-payment of loan taken for the purpose, into a master circular, as below, for the information and guidance of all concerned.

#### **2. General:**

**Advance is a recoverable sum paid to a Railway servant from**

- i. The amount standing to his credit in the State Railway Provident Fund; and/or**
- ii. The Government funds i.e. Consolidated Fund of India, at the discretion of the sanctioning authority for certain specified requirements and subject to the fulfilment of the conditions prescribed therefor.**

**2.1 Advance paid are of two kinds viz., interest free and interest-bearing advances.**

**2.2 While the advances paid out of the State Railway Provident Fund are totally interest free, some of the advances paid from the Government funds bear interest.**

**2.3 For purposes of grant of advance, temporary Railway servants with a continuous service of three years or more are to be treated as permanent. Probationers should be deemed to be temporary Railway servants.**

**(Ref: Para 1001-Indian Railway administration and Finance).**

#### **A. Advances from State Railway Provident Fund:**

#### **3. Authority competent to sanction advance**

**The authority competent to sanction an advance from the S.R.P.F. is the controlling officer, but the powers may be exercised by the following: -**

- a. CPO in the case of Gazetted officers upto the Junior Administrative Grade;**

- b. A Divisional officer, including a Group 'A' or Group 'B' officer in independent charge of an office, in respect of Group 'C' Railway Servants employed under him; and

Note : Powers of Controlling officer to sanction advances/final withdrawal to Group 'C' Railway servants may be exercised by Group 'B' officers for sanctioning advances/ withdrawals from S.R.P.F. in the case of Railway servants in scales below Rs. 1400 - 2300 (RPS).

[Ref: Board's letter No. [F\(E\)III/84 PF 1/4 dated 1.5.1989](#) (RBE 112/1989)]

- c. An APO or an officer of equivalent rank in the case of Group 'D' Railway servants.

#### 4. Conditions governing grant of advance:

An advance may be granted to Railway servant for the purposes mentioned, in para 5 below from the amount standing to his credit in the State Railway Provident Fund at the discretion of the competent authority mentioned in para 3 above, subject to the following conditions

- i. The Railway servant applying for the advance should satisfy the authority of the necessity for the advance;
- ii. The advance applied for should not in any case exceed the amount of subscription together with interest thereon, at the credit of the Railway servant at the time of grant of advance;
- iii. Advance on more than one account should not be sanctioned simultaneously;
- iv. A new advance should not be granted until at least fifty percent of the last advance, if any taken, has been repaid; and
- v. It should be ensured that the advance sanctioned is such that after making all permissible deductions, the net amount payable is not less than fifty percent of his basic pay.

4.1 The authority sanctioning the advance should record in writing its reasons for granting the advance. If the reasons to be recorded are of a confidential nature, the same may be communicated by the sanctioning authority to the Accounts Officer personally and/or confidentially.

(Ref: [Rule 923](#) - R.I. 1985)

#### 5. Purposes for which advance is payable:

An advance may be granted for the following purposes: -

- i. To pay for the Railway servants passage while proceeding on leave out of the country on medical certificate or returning after such absence;
- ii. To meet the expenses of self or of any member of his/her family, parents, minor brothers, widowed sisters if dependent on the Railway

servant, for undertaking a journey in India or outside India under medical advice or to meet expenses incidental to his or their to severe illness,:

**Note: (i) The term illness covers confinement.**

**Note: (ii) For purposes of judging the genuineness of the request for grant of advance the competent authority may refer an application for advance from SRPF to the Medical Officer, wherever he considers it justified.**

**Notes: (iii) In respect of illness of the same person, either an advance or withdrawal from SRPF will only be admissible.**

(Ref: [Rule 923](#) & [925\(5\)\(b\)](#) - R.I./1985)

- iii. To meet the cost of education or overseas passage for education of the Railway servant or of any person actually dependent on him, in the following types of cases: -
- a. For education outside India, whether for an academic, Technical, Professional or vocation course beyond the High School stage;
  - b. For medical, engineering and other technical or specialised courses in India, beyond the High School stage.

**Note: No withdrawal for the purpose will be permitted at the same time if an advance is being taken for meeting educational expenses & vice-versa.**

- iv. To meet obligatory expenses on a scale appropriate to the Railway servant's status which by custom, the Railway servant has to incur in connection with his or her marriage or the marriages of his/her children and dependent relations;

**Note: In respect of the same marriage the Railway servant may either make a final withdrawal from the SRPF or take an advance there from.**

(Ref: [Rule 925\(3\)\(c\)](#) - R. I. (1985).

- v. In special cases to the purchase of Motor Car, Motor cycle, Scooter or Moped or for repaying the Government loan already taken for the purpose; to the Railway servants who fall short, of the minimum service of 15 years (which is required to gain eligibility for taking part withdrawal) by a period, not more than 6 months)
- vi. In special cases, for purposes of booking a Motorcar, Motorcycle, Scooter or Moped to such Railway servants as described in (v) above.

**Note : Advance in respect of items (v) and (vi) will be admissible only if all other prescribed conditions relating to purchase of Motorcar, Motorcycle, Scooter and Moped with Govt. Loan/withdrawal from SRPF are fulfilled.**

(Ref: Board's letter No. F(E)III/77/PF 1/3 dated 27.5.1977 and F(E)III/80 PF 1/4 dated 20.5.1983).

**6. Amount of advance admissible & recovery:**

The maximum amount of advance admissible for the purposes given in para 5 above and the number of instalments of recovery of the advance are as given in the table below:

Purpose (1)	Max amount of advance admissible (2)	No of instalments of recovery (3)
<b>Towards:</b>		
(1) Cost of Passage of the Railway servant when proceeding on leave out of India on medical certificate or returning after such absence	Actual cost of the	
(2) Medical expenses (i.e. item (ii) in para 5).	A sum consisting of whole rupees and not exceeding three months' pay or half the amount standing to the credit of the subscriber in the fund, whichever is less.	Recoverable in not less than twelve and not more than twenty-four instalments.
(3) Educational expenses (i.e. item (iii) in para 5)	-Do-	-Do-
(4) Marriage expenses (i.e. item (iv) in para 5).	Three months' emoluments in the case of marriage of Male. Six months emoluments in the case of marriage of Female.	Where the advance exceeds three months' emoluments, the recovery may be made in increased number of instalments, but in no case, the number should exceed sixty.

**Note : (i)** In special cases, the competent authority may relax and raise the limit of advance to six months' emoluments in the case of marriage of a male and to ten months' emoluments in the case of marriage of a female.

**Note : (ii)** Where the amount at credit in the SRPF A/c of a Railway servant, consisting of his own subscriptions together with interest thereon does not exceed Rs.10, 000/- and where the amount of advance for marriage purposes within the existing provisions of Rules is less than 90% of such amount admissible is less than 90% of such amount, an advance upto 90% of the balance may be granted. Where, however, the entitlement for advance for marriage purposes is higher than the maximum ceiling of 90%, the

higher amount will be permissible.

(Ref: [Rule 923\(g\)\(c\)](#) and [Rule 926-R.I.](#) (1985),  
Railway Board's letter No. [F\(E\)III/79 PF 1/1 dated 10.3.1980](#)).

- (5) Purchase of Motor Car, Motor cycle, Scooter, Moped where the Railway servant has not gained eligibility to avail of the facility of withdrawal, as explained in item (vi) of para 5.
- |     |   |                               |
|-----|---|-------------------------------|
| i.  | Rs.50, 000/- for purchase of Motorcar.                  | Not more than 36 instalments. |
| ii. | Rs.8, 000/-for purchase of Motor cycle, scooter, Moped. |                               |
- (6) Booking of Motorcar, Motorcycle, Scooter, Moped to the Railway servants falling in the category described in item 6 above.
- |     |  |  |
|-----|--|--|
| i.  | Rs.10, 000/- for Motorcar.                   |  |
| ii. | Rs. 500/- for Motorcycle, Scooter and Moped. |  |

Note: (i) All conditions prescribed viz., Pay limits, ceiling fixed for withdrawal, eligibility for purposes of withdrawal form SRPF towards purchase/booking of the above mentioned vehicles, will apply.

Note: (ii) Where amount has been advance for booking the vehicle the same will be taken into account for determining the advance payable for purpose, within the overall ceiling.

Note: (iii) Amount of advance outstanding may be converted into final withdrawal after completion of 15 years of service, with the permission of the competent authority.

(Ref: Board's letter No. [F\(E\)III/80 PF 1/4 dated 20.5.1983](#) and [6.11.1985](#))

**6.1 Emoluments for determining the quantum of advance include Dearness pay.**

**6.2 In special cases, advance may be sanctioned even after the relevant event, provided the sanctioning authority is satisfied that adequate reasons existed for not applying for the advance before the occurrence of the event and necessity still exists for taking the advance from the SRPF, such as for liquidating the previous borrowings and the advance has been applied for within a period of 3 months after the event. .**

**[\(Rule 922\(3\)\)-- R.I./1985](#).**

**6.3 A Railway servant availing of the advance for purposes of meeting the medical expenses, educational expenses and marriage expenses (i.e. items ii to iv of para 5) may convert, at his discretion by a written request addressed to the Accounts officer through the sanctioning authority, the**

balance outstanding against him into a final withdrawal on his satisfying the requisite condition for the grant of such a withdrawal. If the request is accepted, the balance due for recovery will be treated as withdrawal.

(Ref: Board's letter No. [F\(E\)III/77 PF 1/3 dated 12/13.2.1981](#)).

6.4 A sanction to an advance unless it is specifically renewed, will lapse on the expiry of a period three months.

(Governments decision below [Rule 922\(7\) – R.I./1985](#)).

## 7. [Recovery:](#)

Recovery of the advance will be made in such number of equal monthly instalments from pay as the authority sanctioning the advance may direct, but such a number will not be less than twelve or more than twenty-four. Where the advance sanctioned for purposes, of meeting the marriage expenses exceeds three months' emoluments, the number of instalments of recovery may be increased suitably but not exceeding 60 in any case. A Railway servant may also repay more than one instalment in a month. Each instalment of recovery should be in terms of whole rupees and the amount of advance may be raised or reduced marginally, if required to admit of fixation of the instalments.

7.1 Recovery will commence from the pay of the month following the one in which the advance was drawn.

(Ref: [Rule 926\(1\) & \(2\) – R.I./1985](#))

## B. Interest free advances paid out of Govt. Funds

8. The following advances paid out of Government Funds do not carry interest liability:

- i. Festival advance;
- ii. Advance in the event of natural calamity such as flood, cyclone, earthquake, drought etc;
- iii. Advance of pay on transfer;
- iv. Advance of pay on leave;
- v. Advance of pay to TA personnel; and
- vi. Advance for Lawsuits.

## 9. [Festival Advance:](#)

A sum of Rupees Four hundred {1500/-} is admissible for being granted as festival advance on the eve of an important festival to non-gazetted Railway servants, whose basic pay does not exceed Rs. 2850/- {8300/-}per month in the revised pay scales and who apply for the advance.

- 9.1 The amount of advance is recoverable in not more than ten equal monthly instalments, commencing from the pay bill of the month following the one in which the advance was drawn.**
- 9.2 The advance will be admissible only once in a Financial Year, even if the same festival happens to fall twice during that period, without restriction of community to which the Railway servant belongs and the community, which celebrates the festival. Occasions or festivals for the purpose of grant of advance should be fixed after taking into consideration the importance attached locally to such occasions/ festivals either on the basis of collective option of the Railway servants and/or in consultation with staff councils/ recognised Unions or associations of workers. Republic Day and Independence Day should be treated as festival occasions for the grant of advance.**
- 9.3 A second festival advance should not be sanctioned until the earlier festival advance, if drawn, has been recovered in full.**
- 9.4 The advance is admissible only to those who are on duty/leave on average pay and also to the female Railway servants on maternity leave, at the time of the drawal of the advance.**
- 9.5 For granting advance to temporary Railway servants (para 2.3 may be seen regarding the status of temporary Railway servants) sureties of two permanent Railway servants are necessary. Sureties may be accepted even if the Railway servants who furnish the sureties are governed by P.W. Act. Advance should not be paid to temporary Railway servants who are not likely to continue in service for a period of at least six months beyond the month in which advance is paid. Casual Labour/Substitutes who have attained temporary status and have put in 3 years continuous service should also be treated at par with temporary Railway servants and granted this advance on the same condition as are applicable to temporary Railway servants.**
- 9.6 A Railway servant getting transferred from one establishment to another should furnish in his application for the advance a certificate to the effect that he had not drawn the advance applied for, prior to his transfer, within the stipulated period. The certificate should be test-checked if found necessary.**
- 9.7 A Head of the Department can sanction the advance to the Railway servants under his administrative control.**
- 9.8 Festival Advance sanctioned to the Railway servants may be drawn through separate bills as also through regular salary bills and paid before the festival/occasion.**

**(Ref: Paras 1001, 1013 – Indian Railway Administration & Finance).**

**[Ref: Board's letters No. E(LL)58 AT 8/22 dated 5.1.1959, E(LL)73 AT PW 1/5 dated 31.12.1973,**

<u>E(LL)78</u>	<u>FA/3</u>	<u>dated</u>	<u>8.9.1978,</u>
<u>E(LL)78</u>	<u>FA/2</u>	<u>dated</u>	<u>24.2.1979,</u>
<u>E(LL)71</u>	<u>FA/4</u>	<u>dated</u>	<u>31.3.1972,</u>
<u>E(LL)81/FA/3</u>	<u>dated</u>	<u>24.1.1984</u>	<u>and 16/19.12.1984,</u>
<u>F(E)Spl. 87 Adv 2/8 dated 31.8.1987 (RBE 372/1987)]</u>			

**10. C. Advance in the event of natural calamity such as due to flood, cyclone, earthquake, drought:**

**It terms of para 1015 – Indian Railway Administration & Finance, the General Manager may sanction an advance of one month's pay or Rs. 500/- whichever is less, to non-Gazetted Railway servants under very special circumstances, such as where the Railway servant's camp had been burnt or serious damages have caused to his belongings due to flood etc. , recoverable in three equal monthly instalments commencing from the month, in which a full month's pay is drawn, after drawal of the advance.**

**10.1 Considering that an advance of one month's pay may not be sufficient in cases of calamities of exceptional severity, the non-Gazetted Railway servants may be sanctioned a maximum advance of Rs. 1000/- from the Government funds irrespective of their pay on the following conditions:**

- i. The Railway servant should apply for the advance on the form prescribed, within three months of issue of orders of the Government notifying the areas affected by calamity;**
- ii. The advance will not be in addition to the advance of pay admissible in terms of para 1015 – Indian Railway Administration & Finance. If a Railway servant has already been sanctioned an advance of pay for the same calamity, it would be adjusted against the amount of advance given in terms of this sub-para;**
- iii. The advance is admissible only to those non-Gazetted Railway servants, whose property moveable or immovable has been substantially affected or damaged due to natural calamity;**
- iv. The advance is recoverable is not more than 24 equal monthly instalments commencing from the second issue of pay after the drawal of the advance;**
- v. In the case of an eligible temporary Railway servants, the grant of advance is subject to the production of surety from a permanent Railway servant, even if the later is governed by P.W. Act.**
- vi. No second advance on this account should be sanctioned, if an earlier advance given for the same purpose remains unadjusted. If, however, the grant of second advance becomes necessary, the quantum of second advance together with the outstanding balance of the earlier advance should not exceed Rs. 1000/-.**
- vii. A Railway servant applying for an advance is required to submit a declaration giving the details of the movable or immovable property damaged due to natural calamity along with his application. In case the declaration is not found to be true, he will be liable to action under the Discipline & Appeal Rules.**

**10.2 When a natural calamity of unusual severity occurs, calling for immediate assistance the General Manager may sanction the grant of advance subject**

to the observance of the prescribed conditions, on the basis of orders issued by the concerned State Government granting advance to their employees in areas affected by such a calamity, without waiting for Central Government's decision. The conditions to be satisfied are -

1. The State Government concerned should have declared the area as having been affected by natural calamity; and
2. The said State Government should have also issued orders sanctioning financial assistance to their employees, where property, movable or immovable, has been damaged by the natural calamity in the area declared as having been affected.

In cases where the severity of the natural calamity necessitates sanctioning of a second or subsequent advance for the purpose, the same may be sanctioned, following the illustrations shown in para 3 of Board's letter No. [E\(G\)81 AD 1-6 dated 14.08.1981](#).

10.3 The advances are debitable to the head- "S – Loans & Advances by the Central Government – Loans to Government servants – Other advances."

[Ref: Board's letters No. [E\(G\)56 AD1/7/3 dated 31.8.1959, 9.12.1959, E\(G\)77 AD 1-24 dated 4.2.1978, E\(G\)79 AD 1-7 dated 5.6.1979, E\(G\)78 AD 1-12 dated 7.12.1978, E\(G\)80 AD 1/12 dated 3.6.1981, E\(G\)81 AD 1/6 dated 14.8.1981, E\(G\)90 Ad 1/7 dated 13.8.1990 \(RBE 138/1990\)\].](#)

#### 11. [Advance of Pay on transfer:](#)

A Railway servant under orders of transfer, while on duty or on leave may at his/her request, be granted under the sanction of the General Manager and Head of Offices/Projects working directly under the Railway or any officer so authorised by the them, an advance upto an amount not exceeding one month's pay plus the travelling allowance to which he/she may entitled as per rules. The advance may be drawn at the old station before affecting the transfer or at the new station. Where the advance has been drawn at the old station, the fact should be recorded in the last pay certificate of the Railway servant concerned.

11.1 A Railway servant on transfer to Foreign Service may also be sanctioned by the competent authority to draw the advance and the foreign employer should reimburse the sum to the Government in one lump sum

11.2 A permanent Railway servant, officiating in a higher post may be allowed the advance on transfer, to the extent of the pay that he/she is in receipt of immediately before the transfer or the pay he/she will be entitled to after the transfer, whichever is less.

11.3 Recovery of the advance should be made in three monthly instalments commencing from the month in which full months pay is drawn after the

transfer. The advance of travelling allowance, whenever paid, should be recovered in full from the travelling allowance bill of the Railway servant.

**11.4** A Railway servant on transfer may draw a single advance of T.A. to cover the travelling expenses of self or a lump-sum advance to cover the travelling expenses of both self and the family. Where a lump-sum advance is drawn and the members of the family do not actually make or complete the journey with him/her, the Railway servant should certify on the adjustment bill submitted by him/her that a further bill in respect of the members of the family would be submitted in course of time indicating the balance of the amount to be adjusted. If, the family does not accompany the Railway servant on transfer he/she may draw a second advance of T.A. to cover the travelling expenses of the family, provided they follow him/her within six months from the date of transfer.

**11.5** Temporary Railway servants with less than three years of service may be granted the advance on par with permanent Railway servants, on production of surety from a permanent Railway servant not governed by the P.W. Act.

**11.6** Advance will not be admissible to Railway servants who are (i) transferred on consideration of requests for mutual transfer; and (ii) transferred temporarily.

(Ref: Paras 1613, 1614 – IREM (old edition and [para 1113-1118](#) – IREM Vol. I/1989)

**11.7** Railway servants proceeding on deputation out of India for a period of not less than one month are eligible for an advance of a month's pay recoverable in not more than three monthly instalments. Surety from a permanent Railway servant is necessary for the grant of advance to a temporary Railway servant.

**11.8** Railway servants on transfer to posts outside India or from a post in one country to a post in another country abroad, are eligible, at the time of their transfer for an advance upto an amount not exceeding two months' pay. This facility is, however, not applicable, in cases of transfer back to India. The advance will be on the basis of the pay drawn immediately before transfer or on the basis of pay to which he/she will be entitled, after the transfer, whichever is less. Recovery will be made in 6 equal monthly instalments and where the advance drawn is equal to one month's pay, the recovery will be in 3 equal instalments.

**Note:** The advance of pay may be drawn in Indian rupees in India, in Sterling in the U.K., in local currency of the country of previous or new assignment or in any other soft currency in a neighbouring country from which essential goods are to be imported. No additional foreign exchange will be allowed.

(Ref: [Paras 1119 \(A\)](#) and [1119 \(B\)](#) of Establishment Manual Vol. I/1989)

## **12. Advance of leave salary:**

**A Railway servant, including one on foreign service proceeding on leave for a period of not less than 30 days may be allowed to draw an advance in lieu of leave salary upto a month's pay and allowances, subject to deductions on account of Income Tax, SRPF, House rent, repayment of advances etc. The advance should be in whole rupees and should be adjusted in full in the leave salary bill in respect of the leave availed of. Where the amount cannot be adjusted in full in one bill, the balance should be recovered from the next payment of pay or leave salary.**

**12.1 Powers to sanction the payment of advance vest in the General Manager or in any other officer who may be specially delegated with the same, in respect of all classes of Railway servants i.e. Group A, B, C & D.**

**12.2 Surety of a permanent Railway servant will be necessary for granting advance to a temporary Railway servant.**

**12.3 Facility of advance in lieu of leave salary is also admissible to State Government servants transferred to posts under the administrative control of the Board.**

**(Ref: Board's letters No. [PC-60 LE 2/2 dated 22.8.1961](#), [27.8.1960](#), [7.9.1962](#), [E\(P&A\)I/76/CPC/LE-3 dated 11.3.1977](#) and [Rule 548 - R \(I\)/1985](#))**

## **13. Advance of Travelling Allowance while proceeding on tour**

**A Railway servant who proceeds on long tour may be granted by the Head office an advance sufficient to cover, for the duration of the tour, his/her personal travel expenses and contingent charges, such as for hiring conveyance etc. for the carriage of records or other Government property and also to meet the cost of tickets for journeys other than by rail. The Railway servant asking for the advance should give an estimate of the likely contingent charges etc. to facilitate sanction of advance. For Heads of offices who are not their own controlling officers, the advance should be sanctioned by the Controlling Officer.**

**13.1 A temporary non-Gazetted Railway servant who has completed one year of service and is not likely to be discharged within three months of receipt of advance will be eligible for the advance on production of a surety from a permanent Railway servant not governed by the Payment of Wages Act. The advance will be limited to one month's pay.**

**13.2 The advance should be adjusted immediately upon the Railway servant's return to Headquarters. The advance should be treated as a final charge and not as an advance recoverable and should be drawn and accounted for as contingent charges or travelling expenses of the establishment, as the case may be.**

**13.3 A second advance will not be admissible until an account has been given for the first advance. In addition, a Railway servant who has taken an**

advance should not take payment of T.A. or other bills in respect of the same journey, while the advance or any portion of it remains unadjusted.

(Ref: Paras 1003-1005 - Indian Railway Administration & Finance, para [1109-1112](#) - IREM Vol. I/89 Edition).

#### **14. Advance of Pay to Territorial Army Personnel:**

Non-Gazetted Railway servants serving as "Junior Commissioned Officers" and other ranks' in the Railway Territorial Army units are eligible to be granted one month's pay as advance before they are embodied for annual training.

**14.1** Advance will also be admissible to non-Gazetted Railway servants serving as JCOs' and 'other ranks' in the Railway T.A. units when they are embodied for voluntary Training Courses at Army Centres.

**14.2** Advance is also admissible to both Gazetted and non-gazetted Railway servants employed in Railway units of T.A., when they are embodied for military service in an emergency.

**14.3** The advance in all the three cases mentioned above i.e. paras 14 to 14.2 will be limited to one month's pay recoverable in three equal monthly instalments, commencing from the first issue of pay after the drawal of advance. Surety from permanent Railway servant not governed by P.W. Act will be necessary for grant of advance to temporary Railway Servants. The advance should be sanctioned only to those personnel, who apply for the same.

**14.4** Where an advance has been drawn for the annual training camp and a second advance is drawn, within a period of two months from the first advance, on embodiment for military duty, the advance drawn on embodiment may be recovered as a special case, in six equal monthly instalments.

(Ref: Board's letters No. [E\(Trg\)62 ML 3/6](#) dated [1.9.1962](#), [E\(ML\)66 ML 2/26](#) dated [19.3.1966](#) and [E\(ML\)71/ ML3/45](#) dated [9.2.1972](#))

#### **15. Advances for Lawsuits:**

Advance of a sum not exceeding Rs. 500/- or the Railway servant's substantive pay for three months, whichever is greater may be sanctioned at the discretion of the Government to a Railway servant to meet the expenses of his defence in the following cases:

- i. In legal proceedings instituted against the Railway servant by a private party in respect of matters connected with his official duties or position as a public servant;
- ii. Where the Railway servant is required by the Government to vindicate his conduct in a Court of Law, when specific allegations are made against him in the Press; and

iii. Where the Railway servant, with the previous sanction of the Government resorts to a Court of Law, to vindicate his conduct either arising out of or connected with his official duties or position though not required by the Government to do so. (Normally the Railway servant will not be entitled but in deserving cases advance may be sanctioned)

15.1 No second advance will be allowed in respect of the same proceedings. There is, however, no objection to the grant of more than one advance, if they relate to different proceedings against a Railway servant.

15.2 No advance will be admissible to Railway servant, legal proceedings against whom have been initiated by the Railway Administration.

15.3 A bond, as prescribed in [Chapter VII](#) of the Establishment Code Vol.I/1985 (specimen also incorporated in the [Master Circular on Legal Assistance to Railway servants](#)) should be obtained from the Railway servant before the advance is sanctioned.

15.4 The recovery of the advance should be made in 24 monthly instalments, commencing from the first issue of pay/ subsistence allowance/ leave salary following the month in which the advance is given. Where more than one advance is sanctioned the recovery of such advances should be made concurrently.

15.5 Temporary Railway servants are also eligible to the advance on their furnishing a surety (Form of surety given in [chapter VII](#) of Estt. Code Vol. I/1985) of a permanent Railway servant of equivalent or higher status not governed by the P.W. Act.

(Ref: Board's letter No. [E\(G\)63 LL 2-49](#) dated [1.7.1969](#), [para 1128](#) of Estt. Manual/1989 and [Rule 702](#)-Estt. Code Vol. I/1985)

#### 16. [Advance for purchase of outfit for school going children.](#)

Railway servants eligible to the grant of educational assistance in terms of extant rules may be granted an advance not exceeding a month's pay, recoverable in 10 equal monthly instalments, at the beginning of each year for the purchase of outfit for children attending schools approved by the General Manager.

(Ref: Para 1634-IREM (1968 edition)/[Para 1130](#) - IREM Vol. I/1989 edition).

#### 17. [Advance for treatment of cancer](#)

Advance may be granted to a Railway servant drawing pay not exceeding Rs. 900/- p.m. in the revised scale (not in the RPS implemented on the basis of 4th Pay Commission's recommendations) while undergoing treatment as an in-patient in a recognised hospital for cancer treatment. It will not be admissible where the treatment is as an outpatient or at the residence of the Railway servant or at the clinic of the medical attendant:

1. The advance will be admissible to the Railway servant's treatment or the treatment of a member of the family.
2. The application for advance should be supported by a certificate from the medical officer in charge that the patient is being treated as an in-patient. The certificate should indicate the probable duration of stay in the hospital, anticipated cost of treatment, which would otherwise be reimbursable under the rules and should be countersigned by the authorised medical attendant.
3. The amount of advance should in each case be limited to four months' pay of the Railway servant or Rs. 500/- or such other amount as the medical officer in-charge may recommend whichever is the lowest.
4. Not more than one advance should be granted.
5. The amount of advance should be adjusted against the claim for reimbursement of the expenditure as may be admissible under the rules and the balance, if any recovered from the pay of the Railway servant in two equal monthly instalments after the discharge of the patient from the hospital.
6. In the case of temporary Railway servants production of surety from a permanent Railway servant not governed by P.W. Act will be necessary to the grant of advance.
7. The term pay for the purpose will be as defined in [Rule 103\(35\)](#) – R.I./1985.

(Ref: Railway Board's decision below [Rule 642](#) - RI/1985 Board's letters No. [77/H/8/9 dated 2.7.1980](#) and [20.3.1984](#))

## II. Interest bearing advances:

18. The following advances paid out of Government funds bear interest:

1. Advance for purchase of table fan;
2. Advance for purchase of warm clothing;
3. Advance for purchase of Conveyance; and
4. Advance for purchase of Personal Computer

19. [Advance for purchase of table fan to Gr. 'D' Railway servants](#)

An advance not exceeding Rs. 400/- {1000/-} or the anticipated price of the table fan, whichever is less, may be granted to Group 'D' Railway servants living in houses provided with electricity and a plug point but who do not already have a fan in the house.

Note: The advance will not be admissible to a Group 'D' Railway servant under suspension.

19.1 The advance should be applied for in the form prescribed for the purpose (Form circulated with Board's [O.M. No. 63.C.123/2 dated 5.6.1963](#)).

**19.2 The surety of a permanent Railway servant of comparable or higher status, not governed by the P.W. Act, should be obtained on the prescribed form, before advance is sanctioned to a temporary Railway servant.**

**19.3 A Gr. 'D' Railway servant drawing the advance should within a month of its drawal, furnish a certificate giving full particulars of a fan purchased with the advance, together with the cash receipt for the amount actually paid for it. If the fan is not purchased within the stipulated period, the full amount of the advance drawn, with interest thereon for one month should be returned to the Government forthwith. This condition should be mentioned in the letter sanctioning the advance.**

**19.4 A second advance will not ordinarily be admissible within ten years of the grant of advance on the previous occasion. An entry regarding the grant of advance for purchase of fan should be kept in the Service Book of the individual concerned, so as to enable to sanctioning authority to check the eligibility for advance when applied for on subsequent occasion(s) with reference to the above condition.**

**19.5 The advance will bear the same rate of interest as the one chargeable on advance for purchase of conveyance.**

**19.6 An authority competent to sanction withdrawals from S.R.P.F. competent to sanction the advance for purchase of table fan.**

**19.7 Recovery should be made in the ten equal monthly instalments, commencing with the first issue of pay after the advance is drawn. Interest on the advance should be calculated in accordance with the usual rules and recovered from the pay bill of the month following the one in which recovery of the principal amount has been completed. The table fan thus purchased with advance will be treated as the property of the Govt. until the advance with interest thereon is fully repaid and the order sanctioning the advance should include a provision to this effect.**

(Ref: Board's O.M. No. 63.C.123/2 dated 5.6.1963  
and letter No. 70-C/123/1 dated 1.9.1970)

**20. Advance for purchase of warm clothing:**

**Railway servants belonging to Group 'C' & 'D' posted at hill stations, whether on first appointment or on transfer from plains, on a permanent or long term basis, for a period of not less than one year, may be granted an advance not exceeding Rs. 250/- for the purchase of warm clothing, irrespective of whether they belong to hill tracts or otherwise, on the following conditions: -**

- i. The advance will be admissible only once in three years. The second and subsequent advances may be granted subject to the condition that the interval between the drawal of the first advance and the advance last drawn is not less than three years.**
- ii. In the case of a Railway servant who has drawn the advance and refunded the same with interest thereon and who is transferred to**

another station within a period of three years of drawal of advance, the said Railway servant while applying for a second advance should furnish a certificate in his application to the effect that he had not applied for the advance within the period stipulated before the transfer and the certificate may be test checked, if need be.

- iii. Recovery of the principal amount of the advance should be made in twelve monthly instalments, commencing with the first issue of pay after the drawal of the advance. The interest should be calculated on balances outstanding on the last day of each month and recovered as an additional instalment in the month, following the month in which recovery of the principal is completed.
- iv. The advance may be claimed only during the first six months of posting at the hill station. Hill station for the purpose of grant of advance will be a station situated at a height of 1,000 meters or more above the sea level, height determined and accepted by the Survey of India.
- v. Railway servants transferred from plains to stations, where compensatory (Hill) allowance is paid can be allowed to draw the advance for warm clothing.
- vi. The authority competent to sanction the advance will be the HOD/DRM, who should certify that the advance is in respect of the Railway servant who is likely to stay at the hill station for the entire period of repayment of the advance and that the members of his family reside with him at the hill station.
- vii. Surety of a permanent Railway servant of comparable or higher status not governed by the P.W. Act should be obtained before the advance is sanctioned to a temporary Railway servant.
- viii. The advance will bear the same rate of interest as that chargeable on advance granted for purchase of conveyance.

(Ref: Board's letter No. F(E)60 Adv-2 /6 dated 20.12.1960,  
F(E)60 Adv 2/6 dated 30.8.1962,  
F(E)62 Adv 2/4 dated 24.1.1963,  
F(E)60 Adv 2/6 dated 17.12.1963  
and F(E)Spl. 76 Adv 2/3 dated 25.5.1977)

#### **Advance for purchase of Conveyance:**

#### **21. (A) Bicycle Advance:**

A non-gazetted Railway servant whose basic pay does not exceed Rs.1750/- {5000} (Revised Pay Scale) per month is eligible to the grant of an advance of Rs. 600/- {1500} or the anticipated price of a bicycle inclusive of Sales Tax, whichever is less for its purchase. If the actual price paid is less than the advance taken, the balance should be refunded forthwith to the Government.

21.1 The advance is recoverable in thirty equal monthly instalments commencing with the first drawal of pay after the advance has been taken. Interest on the advance will be calculated at the rate(s) prescribed by the Government on balances outstanding on the last day of each month and will be recovered in the month following that in which the principal has been repaid.

**21.2 The Railway servant availing of the advance should submit a cash receipt within a period of one month of drawal of advance for scrutiny to ensure that the advance has been utilised for the purchase of conveyance within the prescribed period and the actual price, as defined in the rules, is not less than the amount of advance drawn. The sanctioning authority after necessary verification, should certify the position to the Accounts Officer concerned, duly returning the cash receipt to the Railway servant. Where the Railway servant fails to purchase the conveyance and furnish the cash receipt within the prescribed period, the full amount of the advance drawn together with interest thereon for one month should be refunded to the Government forthwith. If the refund is made in full before the end of the month in which the advance was drawn, the interest may be recovered for the actual period the advance was retained. Authority sanctioning advance should also ask the Railway servant concerned to produce the Registration Book of the vehicle within a period of 1 month from the date of purchase of vehicle or within 2 months from the date of withdrawal of advance, whichever is earlier to show that the vehicle purchased by him has actually been transferred in his name by the competent authority, failing which he shall be liable to pay penal interest on the entire amount of advance from its date of drawal to date of submission of Registration Book. In case it is established that the delay in submitting the Registration Book is not attributable to the Railway servant, the penal interest may not be charged for the late submission of the Registration Book for the period of such delay.**

**21.3 A second or subsequent advance for the purchase of bicycle should not ordinarily be sanctioned within three years of sanction of previous advance unless satisfactory evidence is produced to the effect that the bicycle purchased with the help of the previous advance has been lost/has become unserviceable. While considering such requests, priority should be given to those who have not drawn a similar advance during the last five years. The requests of other Railway servants for an advance under normal rules may be considered subject to availability of funds.**

**21.4 The requirement indicated in para 20(ii) will equally apply in cases where the Railway servant on transfer from one station to another station applies for a second or subsequent advance.**

**21.5 The grant of advance to temporary officers should be subject to the production of surety of a permanent Railway servant of comparable or higher status.**

**21.6 The Railway servant should not sell or transfer the bicycle so long as the advance together with interest thereon is not completely repaid, except with the prior permission of the competent authority.**

**21.7 Advance may also be sanctioned when a Railway servant is on leave on average pay or on study leave but not when he is on extra-ordinary leave.**

<b>[Ref:</b>	<b>Board's</b>	<b>letter</b>	<b>No.</b>	<b>F(E)62</b>	<b>Adv</b>	<b>2/4</b>	<b>dated</b>	<b>4.3.1963,</b>
<b>F(E)Spl.</b>	<b>80</b>		<b>Adv</b>		<b>2/1</b>		<b>dated</b>	<b>27.9.1980,</b>
<b>F(E)Spl.</b>	<b>81</b>		<b>Adv</b>		<b>2/2</b>		<b>dated</b>	<b>23.7.1981,</b>

F(E)Spl. 89 Adv 2/4 dated 17.7.1989 (RBE 180/1989),  
F(E)Spl. 89 Adv 2/3 dated 8.9.1989 (RBE 217/1989)]

**B. Advance for the purchase of Motor Car**

22. A sum of Rs. 80, 000/- or sixteen months' {Rs. 1,80,000/- or 11 months' } basic pay of the Railway servant or the anticipated price of the motor car whichever is the least, is admissible to be granted to a Railway servant whose basic pay is Rs. 3, 500/-(RPS) {10500/-} per month or more for the purchase of a motor car on the first occasion. The quantum of advance that may be granted on the second or subsequent occasion for the purchase of a motor car shall not exceed Rs. 75, 000/- or sixteen months' {1,60,000/- or 11 months' } pay of the Railway servant or the anticipated price of the car to be purchased, whichever is least. The Railway Board is competent to relax the condition relating to pay limit prescribed for purposes of eligibility in deserving cases for which justified proposals should be sent to the Ministry.

22.1 The second or subsequent advance will be admissible only after a period of four years reckoned from the date of drawal of the last advance, has elapsed. This will, however, not apply

- i. Where an advance had been allowed earlier for the purchase of a motor cycle/scooter, but it is desired to draw an advance for the purchase of a car;
- ii. Where a Railway servant disposes of his/her car in India, prior to his/her posting, deputation/training abroad lasting more than one year and returns to India without a car; and
- iii. Where a Railway servant is appointed to a regular post abroad and does not take the motorcar along with him/her.

**C. Advance for purchase of Motor Cycle/Scooter/Moped**

23. The quantum of advance that can be granted to a Railway servant drawing a basic pay of Rs. 1500/- (RPS) {4,600/-} or more per month for the purchase of a Motor Cycle/ Scooter/ Moped should not exceed Rs. 13, 000/- or eight months' {30000/- or six months'} basic pay of the Railway servant or the anticipated price of the motor cycle, scooter, moped whichever is the least. The sanctioning authority is competent to relax the condition relating to pay limit prescribed for purposes of eligibility, in deserving cases.

23.1 The advance admissible on the second or subsequent occasions for the purchase of motor cycle, scooter, moped will be restricted to Rs.10, 000/- or six months' { 24,000/- or five months'} basic pay or the anticipated price of the vehicle, whichever is the least.

**Conditions governing conveyance advance**

24. Pay for the purpose intended in paras 22 and 23 above means basic pay as defined in Rule 103(35)-R.I. 1985 corresponding to Rule 2003(21)-R.II/5th Reprint, and will include non-practicing allowance sanctioned to medical posts.

**24.1 Where the actual price of the vehicle purchased by the Railway servant is less than the amount of advance, the balance amount should be refunded to the Government forthwith.**

**24.2 The actual price of conveyance includes Sales Tax, cost of such items as spare wheel, tyre, tube etc. The price will also include the registration money wherever paid for in advance by the Railway servant while booking for the vehicle, cost of transportation wherever involved to the place of duty of the Railway servant and octroi charges actually paid.**

**24.3 The advance will be recovered as shown under:**

- i. Motor Car: Recovery of the advance either granted on the first occasion or thereafter will be made in such number of equal monthly instalments as the Railway servant may elect but not exceeding 200 instalments.**
- ii. Motor Cycle/ Scooter/ Moped: Recovery will be made in such number of equal monthly instalments as the Railway servant may elect, but not exceeding seventy instalments**

**Recovery of the advance will commence with the first drawal of pay after the advance is drawn.**

**24.4 Interest at such rate(s) as may be fixed by the Government from time to time will be charged on the advance granted for the specified items. Such interest will be calculated on the balance outstanding on the last day of each month. Recovery of interest will commence from the month following the month in which the whole of the principal has been recovered. The amount of recovery of interest per instalment should not be appreciably greater than the instalments by which the principal was recovered.**

**24.5 Where a Railway servant desires to keep two vehicles of different types i.e. a Motor car and a Motor cycle or scooter and has purchased one type of vehicle with the advance drawn from the Railway, and applies for an advance to purchase a different type of vehicle without selling the previous vehicle, the same may be sanctioned as per provisions of rules for grant of a second advance, provided the outstanding amount of the earlier advance with interest is paid before drawing the fresh advance.**

**24.6 In cases in which a motorcar is sold before the full repayment of the advance and interest thereon, the sale proceeds must be applied, as far as it may be necessary, towards the repayment of the outstanding balance. However, where the motorcar is sold to purchase another motorcar, the competent authority to sanction the advance, may permit the Railway servant to apply the sale process towards the purchase of another vehicle of the same type provided:**

- i. The entire sale proceeds of the old car are applied towards the purchase of the new car;**
- ii. The amount of advance outstanding should not exceed the cost of the new car;**

- iii. Recovery of the amount outstanding should continue at the rate previously fixed;
- iv. A fresh mortgage bond in the prescribed form should be executed in favour of the President for the amount then due and the newly purchased car mortgaged to the Government.

If the sale proceeds of the old car are not sufficient to purchase another car, a second advance may be granted which should be restricted to the excess of price of the new car over the sale proceeds of the old car, provided that the advance so granted together with the balance outstanding in respect of the original advance previously granted does not exceed the price of the new car.

**24.7** There is no objection to the grant of advance to temporary officers/officers engaged on contract but the amount of advance together with interest should be recovered at the time of issue of last pay to the individual concerned. Further, the grant of advance is subject to the production of surety of a permanent Railway servant of comparable or higher status not governed by the P.W. Act.

**24.8** A Railway servant who has purchased a vehicle with an advance from the Government should not sell or transfer the vehicle so long as the amount of advance and interest thereon has not been completely repaid, except with the permission of the competent authority.

**24.9** A Railway servant getting an advance should complete the purchase of the vehicle and pay for it within one month of the date of drawal of the advance, failing which he should refund the advance forthwith, together with interest thereon for a month. However, in exceptional cases, the competent authority may extend the period one-month to two months. Where the advance is retained beyond one month without purchase of the vehicle, penal interest will be chargeable. Also failure to produce the registration book of the vehicle within a month of purchase or within two months of drawal of advance will render the Railway servant liable to the levy of penal interest.

**24.10** The sanctioning authority should, by a scrutiny of the cash receipt for the purchase, ensure that the advance has been utilised for the purchase of the conveyance within the prescribed period, the actual price is not less than the advance and certify the position to the accounts Officer concerned.

**24.11** A Railway servant who has been sanctioned an advance may draw the advance while on leave, including study leave but not on extra-ordinary leave for long, if he receives intimation of availability of conveyance during his leave period.

**24.12** A Railway servant under suspension is not eligible to be sanctioned an advance for the purchase of conveyance and if the same had been sanctioned to him before he was placed under suspension, he should not be permitted to draw the advance, while under suspension.

**24.13** There is no restriction to grant advance to a Railway servant even if he/she has taken advance or withdrawn from his/her Provident Fund for the purchase of Motor Car/ Motor cycle, Scooter/ Moped, subject to the fulfilment of the conditions prescribed in the rules.

**24.14** A Head of the Department under whom the Railway servant is for the time being employed, is competent to sanction the advance, which should be granted only if the said authority is satisfied that the Railway servant has the capacity of repayment.

**24.15** Where an advance applied for by an eligible Railway servant could not be sanctioned for want of funds or there is delay in according sanction, the Railway servant should obtain prior permission from the prescribed authority in terms of Conduct Rules for raising a temporary loan, if desired by him, to purchase the conveyance and if the said authority is different from the advance sanctioning authority, the latter should be kept informed.

#### **Execution of Agreement & Mortgage Bond:**

**25.** Before the drawal of advance for the purchase of motorcar, a Railway servant should execute an agreement in the prescribed form for the purchase of conveyance and on completing the purchase of a conveyance by hypothecating the vehicle to the President as security for the advance. Where only one advance has been sanctioned for the purchase of motorcar or for payment of customs duty or for both the purposes the mortgage bond should be executed in the form prescribed. If an advance for payment of customs duty has been sanctioned after the purchase of vehicle with an earlier advance, then also a bond in the prescribed form should be executed. Failure to execute the mortgage bond in time will render the Railway servant liable to refund the whole amount of advance with interest thereon.

#### **26. Advance for payment of Customs Duty:**

A Railway servant who, on completion of tenure abroad, brings his/her car along with him/her and who has not drawn any advance for the purchase of the car may be paid an advance as per his entitlement for paying the customs duty levied on the car, in one instalment. The grant of advance should be regulated in accordance with the rules laid down for the grant of advance for purchase of motorcar.

#### **27. Advance for the purchase of Personal Computer.**

The authority competent to sanction an advance for the purchase of motor car may sanction an advance not exceeding Rs. 45, 000/- {60,000/-} or the anticipated price excluding customs duty, if any levied, whichever is less, to a Railway servant who is eligible to the grant of motor car advance, for the purchase of a personal computer on the conditions mentioned below. An application on the form prescribed is necessary to the grant of advance:

- i. Advance will be admissible either for the purchase of a motor car or for a personal computer, provided the Railway servant has repaid fully with interest, the advance, if any drawn earlier for the same purpose.
- ii. A Railway servant who has earlier drawn an advance for purchase of motor car will not be eligible before expiry of a period of four years from the date of drawal of the said advance to the grant of advance for the purchase of personal computer and vice versa.
- iii. The Personal Computer purchased with the help of advance from the Government should be mortgaged in the name of the President using the same form prescribed in the case of motorcar, by substituting the words "Motor Vehicle" with "Personal Computer" therein. Similarly, the Agreement form used for drawing advance for motor car may be used for drawing advance for Personal Computer with necessary substituting of the words 'motor vehicle' by the words 'Personal Computer'.
- iv. No advance for the payment of customs duty on the personal computer will be admissible.
- v. The advance sanctioned will be recoverable in such number of equal instalments as the Railway servant may elect, but not exceeding 150 instalments.
- vi. Simple interest at such rates as may be fixed by the Government from time to time, as applicable to the motorcar advance, will be charged.
- vii. All other conditions as laid down regulating the grant of motorcar advance will apply.

Ref: Board's letter No. [E\(G\)88 Adv 2/7 dated 17.11.1988](#) (RBE 255/1988),  
[F\(E\)Spl. 85 Adv 2/4 dated 8.1.1986](#)  
[F\(E\)Spl. 87 Adv 2/1 dated 26.3.1987](#) (RBE 360/1987)  
[F\(E\)Spl. 87 Adv 2/2 dated 11.5.1987](#) (RBE 366/1987)  
[F\(E\)Spl. 87 Adv 2/2 dated 31.7.1987](#) (RBE 371/1987)  
[F\(E\)Spl. 87 Adv 2/8 dated 31.8.1987](#) (RBE 372/1987)  
[E\(LL\)87 FA 1/1 dated 31.8.1987](#) (RBE 223/1987)  
[F\(E\)Spl. 87 Adv 2/8 dated 22.3.1988](#) (RBE 48/1988)  
[F\(E\)Spl. 88 Adv 2/1 dated 20.5.1988](#) (RBE 95/1988)  
[F\(E\)Spl. 88 Adv 2/7 dated 17.10.1988](#) (RBE 226/1988)  
[E\(G\)88 Adv 2/7 dated 17.11.1988](#) (RBE 255/1988)  
[F\(E\)Spl. 89 Adv 4/1 dated 14.8.1989](#) (RBE 204/1989)  
[F\(E\)Spl. 89 Adv 2/5 dated 2.1.1990](#) (RBE 317/1989)  
 and [Chapter XI – IREM/1989 \(Revised Edition\)](#)]

**28. [Advance for undergoing training in Hindi through correspondence Course.](#)**

- i. Railway servant, who joins training courses in Hindi conducted by the Department of Official Language (Ministry of Home Affairs), Government of India through correspondence may be paid Rs. 30/- as advance towards payment of the prescribed fee for joining the course. This advance is adjustable against the lump-sum award received by the trainee after passing the prescribed examination.

(Ref: Board's letter No. [Hindi/85/Pra 13/15 dated 12.3.1987](#))

- ii. Railway servants for whom training in Hindi for Prabodh, Praveen and Pragya standards is obligatory and who receive training through

correspondence course and who are eligible for lump-sum award on passing the prescribed examination(s) at the conclusion of the training may be granted an advance of Rs. 150/- as interest free advance, to be recovered from the lump-sum award admissible to them on passing the Prabodh, Praveen and Pragya examination(s) under the Hindi Teaching scheme. The advance will be granted after three months from the start of the correspondence course, provided the HOD is satisfied with the progress of the Railway servant. For this purpose, the HOD can ask for a certificate from the Central Hindi Directorate. If the Railway servant does not pass the examination prescribed after conclusion of the course, the advance should be recovered in four equal monthly instalments immediately after the declaration of the result. The grant of advance to the eligible Railway servants will be the personal responsibility of the Head of Office and will be regulated under the general terms and conditions applicable to other interest free advances.

(Ref: Board's letter No. [Hindi/88/Pra 13/9 dated 21.7.1988](#))

29. Although not satisfying the term advance in strict terms, the following payments wherever made on the death of a Railway servant, while in service, are also treated as advance:

a. [Advance for funeral expenses:](#)

A sum of Rs. 500/- or two months' pay of the deceased Railway servant, whichever is less, may be sanctioned to the family by the authority competent to sanction advance/ withdrawal from SRPF to meet the funeral and incidental expenses, if it is certified that the amount advanced is recoverable at the time of payment of the SRPF money or otherwise.

(Ref: [Para 924](#) - R.I./1985 edition)

b. [Advance for providing immediate relief to families of Railway servants:](#)

- i. In the case of death of a Railway servant, other than a casual labour or daily rated employee, holding Gazetted or non-Gazetted post, a sum equivalent to three months' pay – pay for the purpose being as defined in [Rule 103\(35\)](#)-R.I. /1985 [Rule 2003(21)(a)(I)-R.II/5th reprint] or Rs. 2, 500/- whichever is less, may be sanctioned as a measure of immediate relief to the family, provided the amount sanctioned, does not exceed the estimate dues, such as, arrears of pay and allowances including leave salary, SC to PF or DCRG, balance in the SRPF A/c or any other payment due to the deceased Railway servant. The recovery should be made within a maximum period of six months from the date of sanction. Where the advance cannot be recovered in full, the balance remaining for recovery should be treated as irrecoverable and debited to the head to which the salary of the deceased was being charged under the special orders of the G.M.
- ii. The payment should be made to the nominees of the deceased Railway servant (nominees to receive the settlement and other dues) after securing an undertaking from them that they agree to the

advance paid, being deducted from the sum ultimately payable to them following the death of the Railway servant.

- iii. Since it is important to provide relief in time, the sanctioning authority is authorised to use the Station earnings for the purpose of payment of advance, which can be made even before the receipt of formal application from the bereaved family, but after securing the undertaking referred to in sub-para (ii) above. The fact of payment of the advance should be recorded in the L.P.C. sent alongwith the settlement papers.
- iv. In the case of death of a Railway servant while on deputation in Foreign Service, the advance may be sanctioned by the parent Department.
- v. Payment may be authorised by the Divisional Office.
- vi. The sanction of advance should be communicated by the Head of the Office to the Accounts Officer containing all the relevant information regarding name, designation status of the deceased, emoluments drawn by him, the names of beneficiaries to whom advance has to be paid and the manner of recovery of advance.

[Ref: Board's letters No. E(W)72 WE 6/15 dated 21.4.1973,  
E(W)83 WE 6/1 dated 16.12.1983  
and E(W)87 WE 6/9 dated 24.1.1989 (RBE 27/1989)]

30. This circular does not incorporate the instructions issued from time to time relating to the grant of advance for House building or purchase or ready built house or flat or for repayment of loan expressly taken for that purpose and its recovery.

31.

- i. While referring to this consolidated circular, the original circulars mentioned herein and the provisions of the Code/ Establishment Manual to which reference have been quoted, should be read for a proper appreciation. This circular is only a consolidation of the existing instructions and should not be treated as a substitution of the original circulars. In case of doubt, the original circulars should be relied upon an authority.
- ii. The instructions contained in the original circulars referred to have only prospective effect, unless indicated otherwise.
- iii. If any circular having a bearing on the subject which has not been superseded has been lost sight of in the preparation of this circular, the said circular which has been missed through oversight should not be ignored, but should be treated as valid and operative.

32. The letters and other references on the basis of which this circular has been prepared are indicated in the annexure.

## ANNEXURE

Letters and references on the basis of which the consolidated Master circular has been prepared.

1. No. [E\(LL\)58 AT8/22 dated 5.1.1959](#)
2. No. [E\(G\)56 AD1/7/3 dated 31.8.1959](#)
3. No. [E\(G\)56 AD1/7/3 dated 9.12.1959](#)
4. No. [PC-60 LE 2/2 dated 27.8.1960](#)
5. No. [PC-60 LE 2/2 dated 22.8.1961](#)
6. No. [PC-60 LE 2/2 dated 7.9.1962](#)
7. No. [E\(Trg\)62 ML 3/6 dated 1.9.1962](#)
8. No. [F\(E\)60 Adv 2/6 dated 30.8.1962](#)
9. No. [F\(E\)62 Adv 2/4 dated 24.1.1963](#)
- 10.No. [O.M. No. 63.C.123/2 dated 5.6.1963](#)
- 11.No. [F\(E\)60 Adv 2/6 dated 17.12.1963](#)
- 12.No. [F\(E\)62 Adv 2/4 dated 4.3.1963](#)
- 13.No. [E\(ML\)66 ML 2/26 dated 19.3.1966](#)
- 14.No. [E\(G\)63 II 2-49 dated 1.7.1969](#)
- 15.No. [70-C/123/1 dated 1.9.1970](#)
- 16.No. [E\(W\)72 WE 6/15 dated 21.4.1973](#)
- 17.No. [E\(ML\)71/ ML3/45 dated 9.2.1972](#)
- 18.No. [E\(LL\)71 FA/4 dated 31.3.1972](#)
- 19.No. [E\(LL\)73 AT PW 1/5 dated 31.12.1973](#)
- 20.No. [E\(P&A\)I/76/CPC/LE-3 dated 11.3.1977](#)
- 21.No. [F\(E\)Spl. 76 Adv 2/3 dated 25.5.1977](#)
- 22.No. [F\(E\)III/77/PF 1/3 dated 27.5.1977](#)
- 23.No. [E\(G\)77 AD 1-24 dated 4.2.1978](#)
- 24.No. [E\(G\)78 AD 1-12 dated 7.12.1978](#)
- 25.No. [E\(LL\)78 FA/3 dated 8.9.1978](#)
- 26.No. [E\(LL\)78 FA/2 dated 24.2.1979](#)
- 27.No. [E\(G\)79 AD 1-7 dated 5.6.1979](#)
- 28.No. [F\(E\)III/79 PF 1/1 dated 10.3.1980](#)
- 29.No. [77/H/8/9 dated 2.7.1980](#)
- 30.No. [F\(E\)Spl. 80 Adv 2/1 dated 27.9.1980](#)
- 31.No. [F\(E\)60 Adv 2/6 dated 20.12.1980](#)
- 32.No. [F\(E\)III/77 PF 1/3 dated 13.2.1981](#)
- 33.No. [E\(G\)80 AD 1/12 dated 3.6.1981](#)
- 34.No. [F\(E\)Spl. 81 Adv 2/2 dated 23.7.1981](#)
- 35.No. [E\(G\)81 AD 1/6 dated 14.8.1981](#)
- 36.No. [F\(E\)III/80 PF 1/4 dated 20.5.1983](#)
- 37.No. [E\(W\)83 WE 6/1 dated 16.12.1983](#)
- 38.No. [E\(LL\)81/FA/3 dated 24.1.1984](#)
- 39.No. [E\(LL\)81/FA/3 dated 16.12.1984](#)

- 40.No. [77/H/8/9 dated 20.3.1984](#)
- 41.No. [E\(LL\)85 FA 1/3 dated 18.9.1985 \(RBE 269/1985\)](#)
- 42.No. [F\(E\)III/80 PF 1/4 dated 6.11.1985](#)
- 43.No. [F\(E\)Spl. 85 Adv 2/4 dated 8.1.1986](#)
- 44.No. [Hindi/85/Pra 13/15 dated 12.3.1987](#)
- 45.No. [F\(E\)Spl. 87 Adv 2/2 dated 11.5.1987 \(RBE 366/1987\)](#)
- 46.No. [F\(E\)Spl. 87 Adv 2/1 dated 26.3.1987 \(RBE 360/1987\)](#)
- 47.No. [F\(E\)Spl. 87 Adv 2/2 dated 31.7.1987 \(RBE 371/1987\)](#)
- 48.No. [F\(E\)Spl. 87 Adv 2/8 dated 31.8.1987 \(RBE 372/1987\)](#)
- 49.No. [E\(LL\)87 FA 1/1 dated 31.8.1987 \(RBE 223/1987\)](#)
- 50.No. [F\(E\)Spl. 87 Adv 2/8 dated 22.3.1988 \(RBE 48/1988\)](#)
- 51.No. [F\(E\)Spl. 88 Adv 2/1 dated 20.5.1988 \(RBE 95/1988\)](#)
- 52.No. [Hindi/88/Pra 13/9 dated 21.7.1988](#)
- 53.No. [F\(E\)Spl. 88 Adv 2/7 dated 17.10.1988 \(RBE 226/1988\)](#)
- 54.No. [E\(G\)88 Adv 2/7 dated 17.11.1988 \(RBE 255/1988\)](#)
- 55.No. [E\(W\)87 WE 6/9 dated 24.1.1989 \(RBE 27/1989\)](#)
- 56.No. [F\(E\)III/84 PF 1/4 dated 1.5.1989 \(RBE 112/1989\)](#)
- 57.No. [F\(E\)Spl. 89 Adv 2/4 dated 17.7.1989 \(RBE 180/1989\)](#)
- 58.No. [F\(E\)Spl. 89 Adv 4/1 dated 14.8.1989 \(RBE 204/1989\)](#)
- 59.No. [F\(E\)Spl. 89 Adv 2/3 dated 8.9.1989 \(RBE 217/1989\)](#)
- 60.No. [F\(E\)Spl. 89 Adv 2/5 dated 2.1.1990 \(RBE 317/1989\)](#)
- 61.No. [E\(G\)90 Ad 1/7 dated 13.8.1990 \(RBE 138/1990\)](#)