

HBA Rules. (Staff)

16

38

TRADING CORPORATION OF PAKISTAN LTD.
K A R A C H I

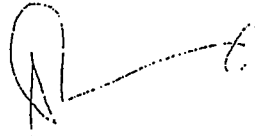
No. TCP(S)/75/HBA/Accounts

25th October, 1984

OFFICE ORDER

Subject: Amendment to House Building Advance Rules

The Management has decided that the word
" and of the Government on deputation to the Corporation"
may be added after the word Corporation in para III of
the House Building Rules of the Corporation.


(A.J. Moniz)
Secretary

Distribution

1. P.S. to Chairman.
2. P.S. to Director Exp.I
3. P.S. to Director Exp.II/FD
4. All General Managers.
5. Manager(Estt.)
6. Manager Incharge, R.O.Lahore.

...

"Fareed"
25.10.84

Vol-iv
136

TRADING CORPORATION OF PAKISTAN LTD.
K A R A C H I

RULES AND PROCEDURE FOR APPROVING
HOUSE BUILDING LOAN TO EMPLOYEES:

I. PREAMBLE:

The Management of the Corporation will earmark a sum for the grant of long-term loans to the employees of the Corporation for construction of or to purchase residential houses every year.

II. SCOPE OF LOAN:

The loan shall be advanced for the following purposes:

- (a) Construction of a house or to complete construction of a house owned by an individual;
- (b) Repayment of private loan taken by the employee for the purchase or construction of a house;
- (c) Purchase of a house/quarter/flat constructed by Statutory bodies like Development Authorities and Improvement Trusts or other construction Companies etc. and
- (d) Purchase of plot with the condition that the amount does not exceed 50% of the entitlement.

III. ELIGIBILITY

The loan shall be admissible to permanent employees of the Corporation.

IV. AMOUNT OF LOAN:

06 months basic pay plus Statutory Cost of Living Allowance recoverable in 180 equal instalments.

V. MODE OF LOAN

The loan shall be drawn in instalments, the amount of each instalment being equal to the requirement of the next three months. The payment of each instalment will be subject to satisfactory evidence to be produced before the Corporation to show that the amount of instalment has been actually utilized for the purpose for which it was drawn.

Contd...2

VI. INTEREST

The loan shall carry simple interest @ rate applicable in Government or at such rate as may be determined from time to time by the Corporation in case of Officers only.

For the unionised employees, the loan will be free of interest as per Government rules.

VII. MODE OF REPAYMENT:

The loan shall be payable in equal monthly instalments over a period of 15 years or by the date of retirement of services, whichever is earlier. The recoveries shall be made from the monthly salaries of the employees. The repayment shall commence from the 6th issue of pay after the first instalment is taken.

VIII. EXAMINATION OF TITLE TO LAND & PROPERTY:

The employees shall satisfy the Corporation regarding their title to land and/or property. The Corporation shall have the right to call for and inspect any documents in that connection before the loan is actually paid.

IX. SECURITY:

The house and/or property acquired with the help of the loan shall be mortgaged in favour of TCP as security towards the loan. The forms of documents required to be executed in this connection will be prescribed by the Corporation.

X. ADDITIONAL SAFEGUARDS:

The Corporation may demand any other form of security (e.g. life insurance policy, personal surety, etc.) as it may consider necessary to secure the loan.

XI. RELEASE OF PROPERTY:

On repayment of the loan in full, the property will be released.

XII. SANCTIONING AUTHORITY:

The loan shall be sanctioned by the Chairman on the recommendation of a Committee to be constituted by the Corporation.

Tareed
Accounts.

TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
KARACHI.

TCP(HR-II)/(OFFICERS)/01/ACCTS

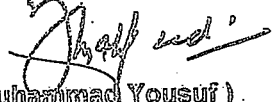
October 21, 2015.

OFFICE ORDER

Subject :- **AMENDMENT TO HOUSE BUILDING ADVANCE / HOUSE RENOVATION LOAN RULES.**

in pursuance of decision of ECM in its 431st meeting held on 01-09-2015, it has been decided that before the release of House Building Advance/House Renovation Loan to the employees of TCP on its pay role to safe guard the interest of the corporation the following measures/steps be taken before release of the tranches for the loans:-

1. All documents of the property be first got verified from relevant authority(ies) where the property is registered before release of House Building Advance/House Renovation Loan.
2. Physical verification should continue as per procedure.
3. All the earlier approved cases of HBA/HRL, where loans have been dispersed, should be sent for verification and verification be carried out within 4(four) months.
4. If second tranche is due than, it should not be dispersed until verification is completed.
5. House Building Advance/House Renovation Loan cases should not be sent to Chairman for approval unless verification is completed.
6. For grant of House Renovation Loan, the property should be in the name of employee.


(Muhammad Yousuf)
D.G.M. Incharge (GA & HR)

Distribution:-

- 1- Staff Officer to Chairman
- 2- Secretary to Director (Finance)
- 3- Secretary to Director -I
- 4- Secretary to Director -II
- 5- Secretary to Director -III
- 6- Company Secretary
- 7- General Managers (GA & HR)
- 8- General Manager (Audit)
- 9- General Manager (DOD)
- 10- General Manager (POD)
- 11- General Manager (Imports)
- 12- General Manager (PR Cell)
- 13- General Manager (Godown)
- 14- General Manager (Security)
- 15- General Manager (EMI & C)
- 16- General Manager (Cotton)
- 17- Deputy General Manager / Incharge (Finance)
- 18- Deputy General Manager / Incharge (Accounts)
- 19- Deputy General Manager / Incharge (Legal)
- 20- Deputy General Manager / Incharge (REM)
- 21- Deputy General Manager (GA)
- 22- Manager / Incharge (R.O. Lahore / R.O. Islamabad)
- 23- D.M./ Incharge (R.O. Gwadar)
- 24- D.M. (HR-I)
- 25- D.M. (Cash)
- 25- Notice Board

HBA Rules (Officers)

TRADING CORPORATION OF PAKISTAN LIMITED
KARACHI

F/c

NO. TCP(S)/23-Accounts/90

16th October 1990

OFFICE ORDER

The Board of Directors in their 175th meeting held on 20.5.90 have pleased to extend the following benefits to the directly recruited officers of TCP w.e.f. 1st January, 1990.

HOUSE BUILDING ADVANCE

AMOUNT OF LOAN

The entitlement of House Building Advance to eligible officers shall be increased from 48 months basic pay to 60 months basic pay.

SECOND HBA

The Second House Building Advance shall also be admissible to the officers subject to the following conditions:-

- a) The HBA shall be granted only twice in the entire service of an officer. The second HBA shall however, be granted after a gap of four years from the date of sanction of the first advance, provided that outstanding balance of the principal amount together with interest thereon is fully refunded/adjusted.
- b) Applications for payment of difference of the amount of the entitlement of second HBA and the amount outstanding against 1st advance drawn shall also be considered and difference allowed for the purpose of additional construction, alteration, renovation etc. against the property already mortgaged in favour of TCP in respect of first HBA subject to the condition that four years have been completed from the date of the sanction of First HBA as per TCP's HBA Rules.

CHANGE OF PROPERTY

- c) The request of Officers for change of mortgage from one property to another shall be considered on merit subject to the condition that the borrower will bear all expenses of Mortgage of the substituted property.

- a) Officers availing the difference of the amount of their entitlement of 1st HBA and the 2nd HBA shall be considered to have availed the second HBA.
- e) The grant of 2nd HBA or difference will be subject to the condition that no enhancement/re-appropriation in the existing budget allocation shall be made.
- f) Application which will be found complete in all respect shall be considered within the budget allocation as under:-
 - (i) 75% of the budget allocation will be available for disbursement to those officers who apply for grant of HBA for the first time.
 - (ii) Up to 25% of the budget allocation will be available for disbursement to those eligible officers who would have requested for a second HBA or difference.

The amount of Motor Car Advance shall be increased from Rs. 55,000/- to Rs. 60,000/- for purchase of motor car. The amount would be admissible to the extent of Rs. 60,000/- in the next financial year. The facility shall however, be available from the next financial year. Other terms and conditions of the loan shall remain unchanged.

(Signature)
 MASOOD-UR-RAHMAN
 MANAGER (ACCOUNTS)

DISTRIBUTION:

1. PS to Chairman
2. PS to Finance Director
3. PS to Director (Commercial-I)
4. PS to Director (Commercial-II)
5. G.M. (ADMN.)
6. G.M. (AUDIT)
7. G.M. (ACCOUNTS)
8. G.M. (RO) LAHORE
9. Manager (Estt.)
10. DM (Incharge) RO, PWSHAWAR
11. All GMS/Managers/DMS
12. G.S. Officers Association
13. NOTICE BOARD.

Trading Corporation of Pakistan (Pvt.) Limited, Karachi

No. TCP(A)/23/Accts.

Friday, the 11th July, 2008

OFFICE ORDER

On the recommendations of the Committee constituted for removal of anomalies and revision of existing benefits, the Management has been pleased to revise the existing pay, allowances and other fringe benefits to the officers of the Corporation with effect from 01-01-2008 as under :-

I- REVISION OF PAY SCALES:

- a) Pay scales of the officers as approved in the 243rd meeting by the Board of Directors dated 12-10-2005 shall be implemented w.e.f. 1-7-2005 presumptively for fixation purposes. Accordingly, pay of officers, who are in service on 01-01-2008 shall be fixed on 01-07-2005 and 01-07-2007 subject to the condition that no arrears will be admissible prior to 01-01-2008.
- b) Revised pay scales to be effective from 01-07-2005:
- | | | |
|-----------------|-----|-----------------|
| Deputy Manager | ... | 8040-535-18740 |
| Manager | ... | 11255-675-24755 |
| General Manager | ... | 15365-705-29464 |
- c) Revised pay scales to be effective from 01-07-2007:
- | | | |
|-----------------|-----|-----------------|
| Deputy Manager | ... | 9245-615-21545 |
| Manager | ... | 12945-775-28445 |
| General Manager | ... | 17670-810-33870 |
- d) 20% increase has been allowed with effect from 01-01-2008 on the pay scales of 2007, thus reached.
- e) Revised pay scales – 2008 to be effective from 01-01-2008:

| | | |
|------|-----------------|-----------|
| VII | 11100-740-33300 | 30 stages |
| VIII | 15540-930-43440 | 30 stages |
| IX | 21210-972-50370 | 30 stages |

II- FIXATION OF PAY:

The pay of officer who are in the service of the Corporation as on 31.12.2007 shall be fixed as under:-

- a) The officers in Grade VII – IX will be allowed an increase w.e.f. 01.01.2008 @ 20% of pay (including personal pay if any) actually drawn as on 31.12.2007. Their pay shall be fixed at the stage in

the revised pay scales which is as many stages above the minimum as the stages occupied by the officer above the minimum of the existing pay scales.

- b) The annual increment shall continue to be admissible subject to existing conditions, on the 1st July each year.

III- STEP FOR AVOIDING ANOMALIES IN FUTURE :

The pay and allowances of staff and officers shall be fixed simultaneously every time the pay and allowances are revised in future, to avoid anomalies.

IV- ALLOWANCES & BENEFITS :

a. Conveyance Allowance :

Conveyance allowance of officers has been revised with effect from 01-01-2008 as under:

| | |
|------------------|-------------------|
| General Managers | Rs.2800 per month |
| Managers | Rs.2600 per month |
| Deputy Managers | Rs.2400 per month |

b. Car Maintenance Allowance :

Motor Car Maintenance Allowance of officers has been revised with effect from 01-01-2008 as under:

| | |
|------------------|-------------------|
| General Managers | Rs.5300 per month |
| Managers | Rs.4300 per month |
| Deputy Managers | Rs.4000 per month |

Officers provided official vehicles shall be allowed the difference of car maintenance and conveyance allowance.

V- MEDICAL FACILITIES :

- a) Room entitlement of officers cadre has been enhanced upto a maximum of Rs. 2200/-per day as charged by panel hospitals.
- b) In case of death of an officer during service or retirement, his parents shall be allowed medical facilities.

VI- CANTEEN SUBSIDY :

Lunch subsidy to the following officers categories will be allowed with effect from the date of closure of Lunch Canteen i.e. 07.05.2008:-

| | |
|------------------|-------------------|
| Chairman | Rs.2500 per month |
| All Directors | Rs.2000 per month |
| General Managers | Rs.1500 per month |
| Managers/D.Ms. | Rs.1000 per month |

VII- HOUSE BUILDING ADVANCE FOR RENOVATION :

- a) All officers shall be allowed 15 gross salaries subject to the maximum of Rs. one million @ 2% interest per annum for renovation of their houses to be recoverable as per House Building Loan Rules.
- b) The deputationist officers of the Corporation, who intend to avail of this facility, subject to maximum of Rs. one million with 2% interest per annum, shall submit indemnity bond and authority letter in favour of AGPR that in case of their transfer from the Corporation the outstanding amount be deducted from their salaries and deposited with TCP.

VIII- GRANT OF ANNUAL INCREMENT ON RETIREMENT:

During retiring year of an officer, on completion of six months service in that year, he shall be eligible for annual increment.

IX- ENTERTAINMENT ALLOWANCE:

| | | |
|------------------|---------|-----------|
| Chairman | Rs.3000 | per month |
| All Directors | Rs.2000 | per month |
| General Managers | Rs.1500 | per month |
| Managers | Rs.1250 | per month |
| Deputy Managers | Rs.1000 | per month |

X- LEAVE ENCASHMENT:

- a) The officers shall be entitled for 90 days leave encashment in a calendar year.
- b) The deputationist officers shall be allowed to encash their leave earned during their posting in the Corporation.

XI- MOBILE PHONE FACILITY:

| | | |
|------------------|---------|-----------|
| Chairman | Rs.6000 | per month |
| All Directors | Rs.3000 | per month |
| General Managers | Rs.2000 | per month |
| Managers | Rs.1500 | per month |
| Deputy Managers | Rs.1200 | per month |

XII- CHILDREN EDUCATION SUBSIDY:

All officers including deputationists shall be allowed Children Education Subsidy upto Rs.1,000/- per child per month, subject to maximum of three children.

XIII- INTEREST FREE HOUSE BUILDING LOAN:

The rate of interest in case of officers has been reduced from 12.1/2% to 8% per annum.

(39)

XIV- INTEREST ON MOTOR CAR LOAN:

The rate of interest in case of officers has been reduced from 10% to 6% per annum

XV- I.T. SKILLS:

All officers who are using computer shall be allowed computer allowance w.e.f. 01-01-2008 as under subject to proof of actual operational skills :-

| | | |
|------------------|---------|-----------|
| Chairman | Rs.3000 | per month |
| Directors | Rs.2500 | per month |
| General Managers | Rs.2000 | per month |
| Managers | Rs.1500 | per month |
| Deputy Managers | Rs.1200 | per month |

XVI. NEWS PAPER/WEEKLY MAGAZINE:

Deputy Managers shall be allowed one daily newspaper. In case of General Managers the condition of one English and one Urdu newspaper has been removed and General Managers shall be allowed to opt for any two newspapers of their choice.

(Signature)
(Muhammad Irfan Khan)

9c General Manager (Admin, H.R & PR)

Distribution:

- 1- Staff Officer to Chairman
- 2- Secretary to Director (Finance)
- 3- Secretary to Director (Commercial-I)
- 4- Secretary to Director (Commercial-II)
- 5- Secretary to Director (Commercial-III)
- 6- General Manager (S&CAD)
- 7- General Manager (F & A)
- 8- General Manager (Audit)
- 9- General Manager (R.O. Lahore)
- 10- Manager (Admin.)
- 11- Manager (HR)
- 12- Manager (Cash)

OCS

| |
|----------------|
| T. C. P. |
| J S S U E D |
| Diary No. 4906 |
| Date 14-07-08 |
| Signature |

The views of Convener of the Committee was that the rates demanded by M/s. Ahmed Medical Complex, Islamabad are too high and directed the CMO to renegotiate the rate.

REVISION OF RATES OF M/S. TABBA HEART INSTITUTE, KARACHI

The views of the Convener of the Committee was that the Consultation charges on account of following head are too high and directed the CMO to re-negotiate the consultation charges with the Management M/s. Tabba Heart Institute.

- I. TO ALLOW VACCINE FROM DOCTOR KHALID ADMA, PEDIATRICIAN/CHILD SPECIALIST**
The Committee decided that the rate of Rs.500/- for vaccine services are too high and not allowed.

- III. APPROVAL OF RATE FOR TREATMENT OF CANCER PATIENT AT M/S. ZIAUDDIN HOSPITAL KARACHI**

The committee considered the case and filed. Such cases may be submitted on case to case basis.

- IV. Re-ENLISTMENT OF DR. FARHAN KHAN, DENTAL SURGEON OF M/S. SMILE SEVERS.**

The Committee decided that if Dr. Farhan Khan, Dental Surgeon of M/s. Smile Sever is willing to continue TCP at the old existing approved rate, he may be re-enlisted on the panel list of Doctors as Dental Surgeon.

DECISION

The ECM discussed the issue in detail and decided as following:

- I. Approved the recommendations of the Medical Committee meeting held on May 12, 2015 regarding revision of rates, enlistment of New Hospitals etc.
- II. In all such cases wherein committee has requested the Chief Medical Officer (CMO) of TCP to get the revised rates from hospitals/clinics, it has been directed that the work may be completed in a weeks time and the revised proposal be furnished before the Medical Committee.

Item No. 04/ECM-431

Dated: 01-09-2015

DGM (GA&HR) briefed the ECM about procedure for grant of house building loan to staff/officer of TCP as given below:

1. House Building Loan is admissible to the permanent employees of the Corporation having two years service of TCP.
2. For grant of House Renovation Loan, the property should be in the name of employee/ his or her dependants.
3. Applicant submit a simple application.
4. Seniority of House Building Loan will be on the basis of submission of simple application, subject to availability of fund and taking into consideration of the seniority.
5. The applications are considered/recommended by the House Building Loan Committee.
6. On the recommendation of committee the cases of eligible employee(s) is submitted to the Chairman for approval.
 - i. After the approval of the Management the eligible employee(s) are informed to submit the Property documents on which he intend to purchase or the property against which he intend to take loan and complete the formalities under House Building Loan rules.
 - ii. Before release of House Building Loan he will also be required to submit a personal surety/Guarantee, on his behalf by an officer of TCP on judicial paper of Rs.500/- as an Additional Security of loan besides mortgage of property in favour of TCP.
 - iii. Physical verification by and officer of TCP not below the rank of Dy. Manager under the rule.
7. The documents submitted by the applicant are sent to Legal Division for legal clearance/opinion in the best interest of the Corporation.
8. After legal clearance the physical verification is carried out by an officer not below the rank of Deputy Manager and submit a detailed inspection report alongwith present market value of the property in question.
9. On receipt of physical/inspection report submitted by an officer of TCP, a second Office Order is issued under which the applicant are informed to submit the following original documents.
10. If second tranche is due than, it should not be dispersed until verification is completed.
 - i. Security documents and Indemnity Bond to TCP before release of House Building Advance.
 - ii. Submit the simple Mortgage Deed in favour of TCP.
 - iii. The loan as approved will be recovered in equal monthly installment under the House Building Loan Rules/Procedure.
 - iv. Recovery of House Building loan per month shall be commenced after six month from the date of House Building Loan is drawn.
 - v. Documents in original will be released on repayment of House Building Advance in full.
 - vi. In case of retirement from services or termination of service or resignation from service, the amount outstanding on the date will be recovered in lump sum.

HKL RW-1 10-11-11

vii. An undertaking shall be submitted by the employee to the effect that the amount shall be recovered by TCP in lump sum in the even of leaving services against his accumulated PF/Gratuity.

- a. In case of Staff the applicant complete all the above formalities before disbursement of House Renovation Loan.
- b. In case of Officer
As per clause VII (a) of Office Order No.TCP(A)/23/Accts dated 11-07-2008 the officers are allowed 15 gross salaries subject to the maximum of Rs. One million @ 2% interests per annum for renovation of their house to be recoverable as per House Building Loan Rules on submission of following documents before disbursement of loan.
- i. Simple application for grant of House Renovation Loan.
 - ii. Submit a personal surety/Guarantee, on behalf applicant by an officer of TCP on judicial paper of Rs.500/- as an Additional Security of loan.
 - iii. An undertaking shall be submitted by the employee to the effect that the amount shall be recovered by TCP in lump sum in the even of leaving services against his accumulated PF/Gratuity.
 - iv. Submit an Interim Guarantee from two officers of TCP on behalf of the applicant and Memorandum of Deposit of title Deed for repayment of advance.
- c. In case of Officers on Deputation
As per clause VII (b) of Office Order No.TCP(A)/23/Accts dated 11-07-2008 the deputationist officers of the Corporation, are allowed maximum of Rs. One million with 2% interest per annum on submission of following documents before disbursement of loan.
- i. Simple application for grant of House Renovation Loan.
 - ii. Submit an Indemnity bond on a judicial paper of Rs. 500/- to indemnify and keep harmless the TCP against all proceedings, claims, demands, expenses and liabilities whatsoever by reasons of the grant of the above said loan including payment of monthly installments upto the time of full and final repayment of the loan advanced.
 - iii. Submit an authority letter in favour of AGPR that in case of their transfer from the Corporation the outstanding amount be deducted from their salaries and deposited with TCP.

DECISION

The ECM approved the proposal for an amount in House Building House Renovation Loan as proposed by the Admin/HR Division.