

9. ADVANCES AND INTEREST SUBSIDY

9.1. INTEREST FREE ADVANCE ON POSTING AT SITE

An employee posted to site is entitled to an interest free advance of Rs.20,000/- at the time of initial posting as also at the time of transfer from one site to another site.

This advance will be sanctioned on submission of written request and recovered in 10 equal instalments subject to provisions of **Payment of Wages Act, 1936**.

9.2. FESTIVAL ADVANCE

9.2.1. Admissibility & Entitlement

An interest free festival advance up to an upper limit of Rs.10,000/- is admissible to the permanent employees once in a calendar year.

Trainees can be granted festival advance during training.

9.2.2. Grant Of Advance

Festival advance in a calendar year will not be given unless the festival advance, if granted in the previous year, has been fully repaid.

The advance will be recovered in ten equal monthly instalments, the first instalment commencing from the pay for the month following the month in which the advance is drawn.

9.3. HOUSING LOAN INTEREST SUBSIDY

To provide a Housing Loan Benefit to the employees of NICDC in the form of Interest Subsidy.

9.3.1. Rationale

NICDC, as a part of its employee perquisites and benefit plan, creates a win-win situation for the employee by providing lower interest housing loan and a higher tax benefit for the employee.

9.3.2. Eligibility

The policy applies to all confirmed regular employees of NICDC

9.3.3. Entitlement

An Interest Subsidy @ 3% on the housing loan will be granted by NICDC.

Further, in case the employee has taken the loan jointly with family member(s) other than spouse, the net benefit of the interest subsidy applicable will be equally apportioned amongst the number of borrower(s)

The interest subsidy will be for the principal amount as per entitlement limit given below:

Housing Loan Limits: Least of (i) 60 months' salary, or (ii) 90% of the cost of the house, or (iii) Rs.25 lakh up to Senior Manager, Rs.35 lakh for AGM/DGM; Rs.50 lakh for GM/VP; Rs.60 lakh for higher than VP.

9.4. LAPTOP ADVANCE

9.4.1. Eligibility

All regular employees of the Company who have minimum 3 years minimum balance service are eligible for Laptop Advance.

9.4.2. Entitlement

Rs.50,000/- or actual cost of the laptop, whichever is lower.

9.4.3. Rate of interest

Nil - Free of interest.

9.4.4. Recovery

Maximum 50 instalments. In case the balance service is less than 50 months, the maximum number of instalments will be equal to the number of months of balance service.

9.5. SALARY ADVANCE

In exceptional circumstances, an employee may be granted Salary Advance with the approval of CEO&MD up to a maximum limit of 2 months' salary, to be recovered in a maximum of 12 monthly instalments. Salary advance will be interest free.

An employee, who had drawn salary advance on an earlier occasion, shall be eligible to draw further/ fresh salary advance only after the earlier salary advance has been fully repaid.

- 9.6.** The grant of every advance will be subject to repayment capacity of the employee. CEO&MD may turn down any request for grant of an advance if the employee is already repaying substantial portion of his salary towards repayment of other loans or advances.