

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH.
PBS INSTRUCTION: 300-58

SUBJECT: POLICY REGARDING ADVANCE AND RE-PAYMENT FOR HOUSE- BUILDING/PURCHASE OF HOUSE or PURCHASE OF LAND FOR PBS EMPLOYEES.

Date of Approval : 28-09-1992

Date of Last Revision : 19-02-2020

PURPOSE : To provide a guide lines for allowing advance for House-building purchase of house/ purchase of land of regular employees of PBS.

POLICY:

1. Qualification for advance.

- a) An application for aforesaid advance must have at least 5 (five) years service as regular employee in the PBS(s).
- b) An Employee other than Senior General Manager/ General Manager shall be considered for receiving the aforesaid advance who desires to purchase land/build house/ purchase house or flat either at the place where he/she is presently serving or at the place where he/she intends to pass retired life will be approved by Senior General Manager/ General Manager as per recommendations of the Advance Sanction Committee of the Concerned PBS. On the aforesaid purpose advance of Senior General Manager/ General Manager will be approved by PBS Board as per recommendations of the advance Sanction Committee of the Concerned PBS.
- c) The applicant shall mention in the application whether he/she intends to receive advance for purchase of land/house-building/purchase of house or flat combined at a time, and the total amount shall be within the approved maximum limit of advance. Generally an applicant may receive advance for any one of the purposes either for purchase of land or for house building or for purposes of house/Flat.

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- d) More than one advance shall not be allowed for purchase of land or house building or purposes of house or Flat.
- e) No advance shall be allowed for any of the aforesaid purpose until advance received against any one of the aforesaid purpose in fully paid back, if such advance prevails.
- f) An Employee shall not be considered eligible for getting advance until and unless the disciplinary case is finally settled if any such disciplinary proceeding against the applicant has started.

2. Qualification for award of advance.

- a) PBS must have been commercially energized.
- b) There must have necessary provision/ allocation for the advance in the approved budget of the PBS.
- c) The PBS shall approve advance in question once in a budgetary year under a common notification to all employees. However on allocation in revised budget PBS may proceed for the said approval for second time.

3. Condition and Rule for the Receipt of Advance and its Repayment.

- a) For Assistant General Manager and above the amount of advance shall be either 48 (forty eight) Months Basic Salary or Tk. 30,00,000 (Thirty Lacs), whichever is less, and for other employees the amount of advance shall be either 48 (Forty eight) Months Basic Salary or Tk. 20,00,000 (Twenty Lacs), whichever is less provided that at the time of application, the total amount against CPF including self contribution, payable PBS contribution & interest, and payable amount in respect of gratuity; is proportional to 90% (ninety percent) of the advance amount prayed for. Proposal for allowing advance against House building/ purchase of house or Flat/ purchase of land to an employee, may only be proceeded for approval on fulfillment of the aforesaid condition and other provisions of the instruction.

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- b) Advance shall be allocated to the employee as per length of service based on first joining date. The ratio of advance between Officer and staff shall be 30:70. Balance amount of advance (if any) of any section (Officer and staff) will be allocated to the employee of other section as per seniority basis.
- c) Employees if considered for allowing advance shall have to furnish following bond at the time of receiving of such advance.
- 1) Execute an irrevocable General Power of Attorney on non-judicial stamp of Tk. 300.00 (Three hundred).
 - 2) Submit an undertaking on a non-judicial stamp of Tk. 300.00 (Three hundred).
 - 3) Provide a commitment letter on a non-judicial stamp of Tk. 300.00 (Three hundred).
 - 4) A mortgaged deed of land or house on non-judicial stamp of Tk. 300.00 (Three hundred). has to be signed in favor of Samity for an amount equal to the advance and its interest.
 - 5) Above mentioned document have to be attested by a notary Public. Value of the stamps shall be in accordance with prevailing rates and regulations, set by the Government.
 - 6) In case of death of the recipient of the advance prior to full repayment of the advance, his/her heir(s) shall be bound to pay the balance liability at a time or as per decision of the PBS.

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- c) Repayment of advance shall be realized compulsorily from the monthly salary bill of the Advance recipient employee in 120 (One hundred twenty) equal installment. Deduction shall start after 1 (one) year maximum from the date of receipt of advance. But on approval from the Loan Sanction authority, the loan recipient may reduce the number of installments. An employee who has taken advance, if transferred from the PBS form where the advance has been taken, to another PBS, then the PBS so joined shall deduct the installment against advance from the salary and shall remit such realization on monthly basis to the earlier PBS.
- d) Interest @7% (Seven percent) shall be charged on such advance. After repayment of principal, the interest accrued shall be realized either by installment or at similar rate of recovery of the principal. Interest rate and mode of repayment may be changed subject to decision of the concerned committee.
- e) If the recipient of advance retires or resigns or is removed from services before full repayment of the installment of principal and interest then the amount due including interest shall be paid back by a single installment. Should the PBS fail to recover the money from the incumbent, the outstanding amount shall be recovered from the mortgaged assets under PDR act.
- f) A recipient of advance if put under suspension prior to realization of advance including interest fully then deduction of installment from the payable subsistence allowance shall be kept pending during this period. But if subsequently reinstated, the unpaid installment during the suspension period shall be realized at a time.
- g) In order to confirm the ownership of land on which the applicant of the advance proposes to construct house or purchase the land, PBS shall have to be satisfied.

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- h) Interested Employee of the Samity shall submit the following documents along with the application for advance against House –Building or purchase of land.
- In the event the applicant is a tenant (proja) under C.S or S.A Khatian, the certified copy of the khatian and other related papers. Where the applicant is a co-sharer, in the case necessary papers in favor of his share.
 - In the event, the applicant is not a tenant under the C.S or S.A khatian, upto date receipt of land revenue payments and certified copy of S.A of C.S khatain and papers establishing mode of transfer of property from the person under record.
 - Lease agreement and Baya-deed.
 - Certified copy of the R.S porcha, where applicable.
 - Non-encumbrance certificate for last 12 (twelve) years.
 - Documents in support of possession of land by the applicant or proposed for handing over of possession in favour of the applicant, for the land on which the applicant intends to construct the house.
 - Papers including Buyna-nama for the land which the applicant wants to purchase.
 - Related papers if the land has been allotted or settled tenure by any authority.
 - Copy of the pay-slip for the current month.
 - Approved plan of the house, where applicable.

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- xi) The Advance Sanction Committee shall be as under subject to fulfillment of the aforesaid conditions.

Additional General Manager/Senior most Deputy General Manager/ Senior most AGM	-	Convener
A.G.M (Finance/Accounts)	-	Member
A.G.M (Administration)	-	Member Secretary

5. Sanction for advance to an Employee may be considered on detail scrutiny of application and submitted documents and subject to budgetary allocation. Advance may be allowed only on detail examination of application, documents and bonds submitted as per terms and regulations for taking advance and repayment, by the competent authority.
6. Before allowing advance, the opinion of the Legal Advisor of the PBS must be taken in respect of legal sides and verification of validity of the submitted documents and bonds required as per provisions of this Instruction policy. Apart from this, any clarification or analysis, if necessary on this matter, opinion/ advice of the concerned monitoring directorate of BREB may be taken.

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ANNEXURE-A

.....Palli Bidyut Samity.....

Subject: Application for sanction of advance against of house-building/ Purchase of house/
Flat/Purchase of land.

1. Name of the Applicant :
2. Mother's Name :
3. Father's Name :
4. Designation and name of office :
5. Date of Birth :
6. Marital Status :
7. Date of Joining as regular service of PBS :
8. Length of regular service in PBS :
9. Salary Grade and Present Basic Pay :
10. Details of previous advance :
 - a) Head of Advance :
 - b) Total amount of advance :
 - c) Present balance of the advance :
11. Amount of present deduction from monthly Salary :
12. Amount of loan applied for :
13. Reason for taking loan :
14. Detail of loan or advance for house building/purchase of house/ purchase of flat/ purchase of land availed from other organization, if any. :

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15. Name and address of the organization, :
if house/land is mortgaged to that :
organization.
16. Area of the House/Structure as per approved :
plan.
17. What portion of work has been completed if :
construction has already started.
18. Estimated/total cost for House building/
purchase of house/ purchase of flat/ purchase
of land.
19. Source of fund for the rest amount in addition
to the advance amount.
20. probable date/time for completion of
construction/ purchase.

I, hereby declare that I shall be bound to abide by all the provisions of the prevailing Policy/ Conditions / Instructions of the PBS for advance against house building/ purchase of house/ purchase of land. I also undertake that I shall be compelled to repay the advance allowed in favor of me amounting to Tk.including its interest.

Signature & Seal of the
Controlling Officer.

Signature of the Applicant

Name : _____
Designation : _____
Present address : _____
Permanent : _____
address

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