

No. 114 POF LOAN SCHEME.

Chairman POF Board has approved a Loan Scheme for POF Employees (Staff & Workmen BPS 1 to 15). Detailed bye-laws of the subject scheme notified vide POF Board Daily Order Part-I No.06 dated 7.1.2008 are revised as under with the approval of Chairman POF Board:-

1. Name of the Scheme:

POF Loan Scheme Account.

2. Implementation of Scheme:

Scheme will commence w.e.f April, 2008.

3. Provisioning of Fund.

- i. Originally it will start with loan of Rs: 25.000 million from Chairman Special Fund which will enhance to Rs: 50.000 million later. Initial fund of Rs: 25.000 million will be transferred to a separate bank account maintained with Askari Bank Wah Cantt a bank as “POF Loan Scheme Account” from Chairman Special Fund as a loan.
- ii. The principal amount will be paid to Chairman Special Fund at the time of closing the said scheme.

4. Amount of Loan.

- i. Maximum limit of loan per loanee will be upto Rs.25, 000.00
- ii. Total loan's amount of Rs.25.000 million will be distributed among the PCAs i.e. Controlling Officers of Factories / Department of POF according to their effective strength as on 07-11-07 as per following:-

| Sr. # | Factory/Deptt | Strength | No. of Loanees | Amount in Rs |
|-------|----------------------------|----------|----------------|--------------|
| (1) | POF Board Offices | 82 | 3 | 75,000 |
| (2) | Admin & HR | 1062 | 45 | 1,125,000 |
| (3) | Services | 2031 | 87 | 2,175,000 |
| (4) | Procurement & Stores | 558 | 24 | 600,000 |
| (5) | MIS | 71 | 3 | 75,000 |
| (6) | Exports Division | 20 | 1 | 25,000 |
| (7) | QA & ISI | 42 | 2 | 50,000 |
| (8) | R & D | 178 | 8 | 200,000 |
| (9) | Directorate of Civil Works | 117 | 5 | 125,000 |
| (10) | FIU (Gate Staff) | 308 | 13 | 325,000 |
| (11) | POF Hospital | 650 | 28 | 700,000 |
| (12) | POFIT | 111 | 5 | 125,000 |

| Sr. # | Factory/Deptt | Strength | No. of Loanees | Amount in Rs |
|---------|--------------------|----------|----------------|--------------|
| (13) | Artillery Ammo Fy | 3564 | 153 | 3,825,000 |
| (14) | Carbide Fy | 101 | 4 | 100,000 |
| (15) | Clothing Fy | 808 | 35 | 875,000 |
| (16) | Explosives Fy | 1970 | 85 | 2,125,000 |
| (17) | Filling Fy | 1382 | 59 | 1,475,000 |
| (18) | Gadwal Fy | 1261 | 54 | 1,350,000 |
| (19) | Tungston Alloy Fy | 111 | 5 | 125,000 |
| (20) | Machine Gun Fy | 563 | 24 | 600,000 |
| (21) | Small Arms Ammo Fy | 1905 | 82 | 2,050,000 |
| (22) | Brass Mills | 880 | 38 | 950,000 |
| (23) | Weapons Fy | 1600 | 69 | 1,725,000 |
| (24) | POF Havelian | 1408 | 60 | 1,500,000 |
| (25) | POF Sanjwal | 2529 | 108 | 2,700,000 |
| Total = | | 23,312 | 1,000 | 25,000,000 |

5. Services / Documentation charges.

Services/Documentation charges on each loan will be @ 4.8% per annum.

6. Loan Terms

Recovery of monthly installment would be of Rs. 500+ 4.8 % services/documentation charges per annum. Monthly recovery rates would thus be as follows:-

| Loan | Recovery |
|------------|----------|
| Rs. 25,000 | Rs. 600 |
| Rs. 20,000 | Rs. 580 |
| Rs. 15,000 | Rs. 560 |
| Rs. 10,000 | Rs. 540 |
| Rs. 5,000 | Rs. 520 |

7. Eligibility for loans

- i. Only employees of BPS 1-15 having clean/good record with at least 5 years service and age upto 55 years are eligible (extendable beyond 55 years if they give undertaking to permit recovery of balance amount from their final dues after retirement).
- ii. Only one loan is admissible during entire service.

8. Recovery of loan.

- i. The recovery will be made by the respective Cash Offices for remitting into POF Loan Scheme account. The bank deposit slip alongwith detailed list of the loanee (s) will be submitted to Main Finance.
- ii. On the transfer of loanee to other Factory/Unit of POF, detail of loan granted, recovery made and outstanding balance of loan will be intimated/notified by the Factory concerned to avoid the interruption in the recovery of loan.
- iii. On the finalization of recovery of loan granted to an employee, intimation will be given to the Main Finance by the concerned factory to reconcile the records maintained at their end.
- iv. A list of the defaulters will be published biannually and severe action will be taken against the defaulters as decided by the Loan Sanctioning Authority with the approval of the Chairman POF Board.

9. Security

- i. Undertaking of the loanee for recovery of monthly installments from pay & allowances will be given by the respective cash office for remitting into POF Loan Scheme.
- ii. Undertaking will also be given by the employee for lump sum recovery of total outstanding balance plus service charges in case of ending of service for any reason.

10. Maintenance of Accounts

- i. Director Finance will be custodian of the scheme, while all PCAs will be responsible for entire implementation of scheme and maintenance of account at their end. Director Finance will arrange quarterly audit of PCAs Accounts.
- ii. The record of the loan of each employee will also be maintained in Cash Office of the concerned PCAs, and the report regarding the recovery and grant of loan will be submitted to MIS and Director Finance by 15th of every month. PCAs will retain principal recovered amount with them for awarding of fresh loan on quarterly basis. However, Services charges will be deposited by them with Director Finance (AM Finance under him) for refund of loan from Chairman Special Fund, on monthly basis by 20th of every month.
- iii. Monthly Bank reconciliation statement will be prepared by PCAs and Director Finance.
- iv. A summary of the POF Loan Scheme Account will also be submitted on bi-annual basis, to Chairman POF Board, for perusal/information.
- v. MIS will maintain a central record of all loans and their recoveries on the basis of informations sent to them by all the PCAs on monthly basis.

11. Competent Authority

All PCAs (Controlling Heads of the Factories and Departments) will be the final competent authority of sanctioning the loan in the light of prescribed terms of loan.

12. Committee

The committee of the following will be constituted by the Managing Directors / Head of the departments for recommending the applications for drawing loan of staff/workmen received through respective GM. The Committee will submit application with their recommendation for the sanction/approval of the Managing Directors / Head of the departments. The meeting of the committee will be held monthly to take aforesaid action on the applications received during the previous month.

Managing Director President

Manager Admin Member

AM-Welfare Member - He will also act as Secretary of the committee.

(Case # 4102/208/OF-I/A-II)

No. 247 POF LOAN SCHEME – OFFICERS (BS-16 to BS-20)

Chairman POF Board has approved POF Loan Scheme for Officers (BS-16 to BS-20). Detailed bye-laws of the subject scheme are notified as under for information of all concerned: -

1. Name of the Scheme

POF Officers' Loan Scheme.

2. Implementation of Scheme

Scheme will commence wef 01.11.2012.

3. Provisioning of Fund

- i. Originally, it will start with loan of Rs.25.00 Million from Central Welfare Fund. Initial fund of Rs.25.00 Million will be, transferred to a separate bank account in a bank as "POF Officers' Loan Scheme Account" from Central Welfare Fund as a loan.
- ii. The principle amount will be, paid back to Central Welfare Fund at the time of closing the said scheme.

4. Amount of Loan

- i. Maximum limit of loan per loanee is as under: -

| Categories | Amount of Loan |
|------------|----------------|
| BS 16 | 150,000 |
| BS 17-18 | 200,000 |
| BS 19-20 | 250,000 |

- ii. Total loan's amount of Rs.25.00 Million will remain in Main Finance for distribution among the officers (BS-16 to 20) as per following allocated vacancies according to their effective strength on 01.07.2012:

| Categories | No. of vacancies |
|------------|------------------|
| BS 16 | 90 |
| BS 17-18 | 45 |
| BS 19-20 | 10 |

Moreover, it is further added that number of vacancies have approved with flexibility that if no one on waiting list for a category, that vacancies could be shifted to other categories.

5. Service / Documentation Charges

Service / Documentation charges on each loan will be @ 4.8% per annum.

6. Loan Terms / Pay Back Period

The loanee will give option for his monthly recovery from any of the following schedules: -

BS 16 Officers

25 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 6,000 | 600 | 6,600 |

40 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 3,750 | 600 | 4,350 |

50 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 3,000 | 600 | 3,600 |

BS 17-18 Officers

25 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 8,000 | 800 | 8,800 |

40 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 5,000 | 800 | 5,800 |

50 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 4,000 | 800 | 4,800 |

BS 19-20 Officers

25 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|--------|
| 10,000 | 1,000 | 11,000 |

40 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 6,250 | 1,000 | 7,250 |

50 Months Recovery Schedule

| Principle | Surcharge | Total |
|-----------|-----------|-------|
| 5,000 | 1,000 | 6,000 |

7. Eligibility for loans

- i. Only Officers of BS-16 to BS-20 having clean/good record with at least 5 years service for newly inducted BS-17 Officers and age upto 55 years are eligible (extendable beyond 55 years if they give undertaking regarding pay back time before retirement).
- ii. Applicant applying first time will be, given preference to those applicants applying second time. Second time loan will be, provided if there is no officer left in waiting list.

8. Recovery of loan

- i. The amount of monthly recovery will be, deposited by the loanee in POF Loan Scheme's Account directly to the bank; the bank deposit slip will also be, submitted to Main Finance Office accordingly.
- ii. A list of the defaulters will be, published biannually and severe action will be, taken against the defaulters with the approval of the Chairman POF Board.
- iii. Additional default surcharge @ 5% per month including documentation charges will be, levied on defaulters, if any.

9. Security

- i. Undertaking of the loanee for depositing of monthly installments for remitting into POF Loan Scheme Account should be, made.
- ii. Undertaking will also be, given by the loanee for lump sum recovery of total outstanding balance plus service charges in case of ending of service for any reason.
- iii. Surety/Guarantee of an officer regarding outstanding amount of loan in case of defaulter.

10. Maintenance of Accounts

- i. Director Admin will be custodian of the scheme and subject account.
- ii. The record of the loan of each loanee will also be maintained in Main Finance Office and MIS. Services charges will be deposited into same account.
- iii. A summary of the POF Loan Scheme will also be submitted on bi-annual basis by MIS Deptt, for perusal/information of Chairman POF Board.
- iv. MIS will maintain a central record of all loans and their recoveries.

11. Competent Authority

Chairman POF Board.

12. Committee

Dy Director HR-I will scrutinize the applications and will obtain approval of competent authority for the said loan.

(Case # POF/6931/PLS/3/Finance)

(Fresh Case/Second Time Case)

APPLICATION FORM FOR POF OFFICERS' LOAN SCHEME

PART – I

1. Name of the Officer (in Block Letters) _____
2. Designation & Group/Factory _____ 3. PI # _____
4. Dt of Induction in POF _____ 5. Date of Superannuation _____
6. The amount of loan desired _____

(Signature of Applicant)

SURETY/GUARANTEE

I hereby assure to deposit outstanding amount of loan in case applicant becomes defaulter.

Name _____
Design _____
PI # /Group _____

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PART – II

Part-I is hereby verified.

Date: _____

Manager HR-III

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PART – III

Recommendation of the committee

Subject loan is, recommended/not recommended for the applicant.

Director HRM

Dy Director HR-I

APPROVED

Chairman POF Board
(Competent authority)