



**RAJASTHAN STATE MINES & MINERALS LTD.**

(A Government of Rajasthan Enterprise)

**4, Meera Marg, Udaipur - 313 001**

FAX: (0294) 5100305, 2428770 PH: 2428796, 2428763-67

No. RSMM/CO/Pers/HRL/13- 47

Dated: 05.04.2013

**OFFICE ORDER**

In continuation to item of serial no. (iii) of office-order no. RSMM/CO/Pers/10(1)/2012-1663 dated 03.12.2012, the entitlement for second House Repairing Loan shall be after 05 (five) years instead of 10 years from release of first HRL.

This bears approval of competent authority.

  
Executive Director (Admn).

cc: Sr.FA, CO/Jaipur  
: All SBU Heads/ HODs  
: All offices  
: Notice Board  
: HRL file  
: Master file.

  
Executive Director (Admn)





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CORPORATE OFFICE

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FAX: (0294) 5100305; PHONE: (0294) 2428793, 2428763-67

No.RSMM/CO/Pers/10(1)/2012- 1663

Dated: 03.12.12

## OFFICE ORDER

In continuation to office order No.RSMM/CO/Pers/10(1)/12-1139 dated 1.9.2012 regarding enhancement of HBL/HRL amount, the mode of payment w.e.f. the financial year 2012-13 shall be as under:-

- (i) The HBL amount granted to an employee will be calculated on the basis of rules/procedures of the company i.e. 40 months' salary or Rs.7.50 lacs whichever is less in case of workmen, and 50 months' salary or Rs.12.00 lacs whichever is less in case of executives. Out of which, 25% amount shall be advanced for purchase of plot and balance 75% amount for construction of house.
- (ii) If an employee is already having a plot without obtaining the loan from the company, in that case, the loan for construction of house will be admissible upto Rs.12.00 lacs in case of executives and Rs.7.50 lacs in case of workmen. However, the number of instalments etc. shall remain unaltered.
- (iii) The entitlement for second house repairing loan will be 10 (ten) years after release of first HRL.
- (iv) The stamp duty in respect of the mortgage deed of property in favour of the company in case of HBL/HRL shall be 1% (one per cent) of loan amount or Rs.100/- whichever is higher.

  
Chief (Pers & Adm)

cc:

1. Sr. FA, CO/Jaipur
2. All SBU Heads/HODs
3. All Offices
4. Notice Board
5. Master file/HBL file

  
Chief (Pers & Adm)

  
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FAX: (0294) 5100305, 2428770 PH: 2428796, 2428763-67

No. RSMM/Co/Pers/10(1)/12-1139

Dated. 31.8.2012

1.9.2012

### OFFICE-ORDER

The Board in its 385th meeting held on 07.8.12 has approved the following addition regarding House repairing loan to executives and enhancement in the existing limit of House Building Loan/House Repairing Loan under the provision of House Building Loan (Grant & Recovery) Rules for employees of RSMML, 1978 as under:

	Amount of loan	Rate of interest	Purpose
Executives	12.00 lac	8.5%	Construction
Workmen	7.50 lac	8.5%	Construction
Executives/Workmen	2.50 lac	10.5%	Addition/alteration/repair of house twice in total service period

Other terms & conditions of loan shall remain unaltered.

  
Chief (Pers. & Admn.)

cc: PS to MD  
FA, CO/Jaipur  
All SBU's  
All HOD's  
All Offices  
Notice Board  
Master file/HBL file

  
Chief (Pers. & Admn.)

  
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**CORPORATE OFFICE**

**4, Meera Marg, Udaipur - 313 001**

Fax: (0294)2428739,2428770 PH:2428743,2428763-67

No RSMM/CO/Pers/10(1)/2010- 1733

Dated: 17 March, 2010

## CIRCULAR

The management is pleased to extend the facility of giving written guarantee to the concerned banks for depositing the instalment of loans from the salary for availing HB loan/Repairing of House loan by the employees of the company on the following terms & conditions:

1. This facility shall be available to only permanent employees of the company.
2. Applications so received at concerned SBU/CO from the employees shall be duly supported by an undertaking on non-judicial stamp paper by the employee concerned that the instalment of loan be recovered from his salary and send it to the bank till the company receives no due certificate from the bank.
3. Applications will be forwarded subject to compliance of Payment of Wages Act.
4. In case of retirement/death/VRS etc.the accrued benefit would be credited to the account of the concerned employee from where he has availed the bank loan.
5. Concerned SBU shall intimate to the bank about any change in status of employee such as transfer, deputation, death, VRS, etc.
6. All SBUs/CO shall authorise an executive as *authorised signatory* to forward the applications to the concerned bank.
7. Employees who are retiring within 5 years will not be considered for the same by the company.

  
Chief (Pers & Adm)

cc:

PS to MD  
FA, CO  
All SBU Heads  
RSMM Workers Federation



**RAJASTHAN STATE MINES & MINERALS LIMITED**  
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**SCHEME FOR PROVIDING ADVANCE FOR PURCHASE OF DESKTOP  
COMPUTER / LAPTOP**

To encourage the employees and to have computer awareness so as to improve their skill and working efficiency in the modern office management system. All permanent employees of the company shall be eligible for grant of advance for purchase of desktop / laptop computer as per the following guidelines:-

1. All permanent employees of the company as on roll are eligible for grant of advance upto 90% of the value of desktop/laptop computer with ups, printer and including the cost of software or Rs 50,000/- whichever is less. However employees whose retirement is within 12 months are not eligible for above advance.
2. The rate of interest will be 5.00% per annum on annual rest basis.
3. The recovery of the above advance will be made in 36 monthly equal installments including interest thereon. The employees whose remaining period of service with the company is less than 36 months the recovery shall be made by reducing three months from his date of superannuating and the amount shall be recovered in balance months by equally distributing the installments.
4. The maximum number of advance shall be 50 in a financial year, out of which 25 nos each are kept for executives and workmen, however if the applications received in any category are less than 25, the balance can be switched over to other category. The Managing Director will have sole discretion to enhance the number of advances to more than 50 nos.
5. Fifty employees will be considered in a financial year on the basis of priority list generated by computer on random lottery basis. Rest of the employees will be considered in the following years.
6. Every year a notice inviting application, if required in respect of above shall be issued and employee has to apply in the prescribed format only and the request application should reach to Administration department, CO within the time framed.
7. The payment of advance shall be made directly to the authorised dealer on the basis of quotation submitted by the employee. The employee will deposit the self attested photocopy of invoice within 15 days of purchase and 45 days of order for sanction of advance, failing which, the advance shall be recovered

8. The loan will be provided to employees subject to the condition that the total monthly deductions including the proposed installment of above advance shall not exceeds 50% of the wages.
9. The scheme will also be applicable to government officers posted in RSMML on deputation, with the rider that in case they are transferred or retired then they have to repay the balance amount alongwith interest thereon before they are relieved/ retired.

RB