



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE:: CHENNAI ZONE

26/1, MAHATMA GANDHI ROAD : CHENNAI - 600 034.

C.No.II/39/4/2015- CZO (Admn)

Dated: 29.01.2016

CIRCULAR

Due to unprecedented floods and nature's fury during the months of November & December 2015 in the State of Tamil Nadu & Union Territory of Puducherry, there has been large scale devastation to the livelihood and properties in Chennai and different parts of Tamil Nadu & Puducherry.

2. In view of the above, all the Heads of Office may sanction the grant of advance of Rs.7,500/- (Rupees Seven Thousand Five Hundred only) recoverable in 25 equal monthly instalments, to the non-Gazetted officials, as per the provisions of Rule 64 of Compendium of Rules on Advances to Govt. Servants in connection with natural calamities. The advance amount may be sanctioned to the Officers who apply for sanction of Flood Advance in the prescribed format (copy enclosed) and the same is payable subject to other conditions / availability of funds. Further, as per Rule 65 of Compendium of Rules on Advances to Govt. Servants, an Officer has to apply within three months from the date of Government Orders under which an area has been declared to be affected which is 20.12.2015, in this instant. Hence, the Officers may be directed to apply before the expiry of three months.

3. It is requested to intimate this Office the anticipated expenditure on account of Grant of Flood Advance so as to enable this Office to seek additional funds under the Head 'Salaries' from DGHRD.

4. This issues with the approval of the Chief Commissioner of Central Excise, Chennai Zone.

(P. KALAICHELVAN)
ADDITIONAL COMMISSIONER (CCO)

To
The Commissioner of Central Excise
Chennai - I / II / III/ IV/ Puducherry / LTU / Audit - I / Audit - II / Appeals - I & II

The Indirect Tax Ombudsman, Chennai

Copy to:

1. The Chief Commissioner of Service Tax, Chennai Zone - for information

2. The General Secretary,
Gazetted Executive Officers Association / Executive Officers Association / A.O. Association/
Ministerial Officers Association (Gr.C & D) / Stenographer's Assn / Motor Driver Association

The Supdt (Computers), Chennai-I - for uploading in the departmental Zonal website.

FORM IX
[See Rule 64]

Form of application for grant of flood advance

	Name of Ministry/Deptt./Office	...
1.	Name of applicant	...
2.	Designation	...
3.	Basic Pay	...
4.	Whether Permanent/Temporary	...
5.	Station/Office to which attached	...
6.	Permanent Address	...
7.	Present Residential Address	...
8.	Details of the property movable/immovable affected or damaged by the natural calamity –	...
	(i) Name of the place which has been affected by the natural calamity and the details of the property immovable as well as movable (to be shown separately in two lists) damaged	...
	(ii) Whether any advance was drawn on earlier occasion and if so, the date of drawal and amount	...
	(iii) Whether the earlier advance was drawn for damage to the same movable or immovable property and if so, the nature of further damage to the movable or immovable property to be indicated precisely	...
	(iv) If reply to item (iii) is in the affirmative the details of damage that has now occurred requiring fresh assistance (list to be attached indicating details)	...
	(v) Whether the recovery of advance has since been completed	...
9.	Amount of advance required	...

Dated:.....

.....
(Signature of applicant)

Declaration

I,, do hereby declare that the statements furnished in item (8) above are correct.

Dated:.....

.....
(Signature of applicant)

Warning- If at any stage the information furnished above is found untrue, the sanctioning authority may take disciplinary action against you under the rules.