

CHAPTER XI

ADVANCES

SECTION I—NIL

SECTION II—NON-STATUTORY RULES

[Framed under G. R., H. D., No. RJM-1058 (XVI)-IV, dated 25-9-1964 and brought into force with effect from 2-11-1964.]

Authorities
competent to
sanction
advances of pay
and Travelling
Allowance

1. The authorities mentioned in column 2 below are competent to sanction advances of pay and travelling allowance, to the officials of the Prisons Department shown against them in column 3 below:—

Sr. No.	Competent authorities	In respect of whom
1	2	3
1	The Deputy Inspector-General of Prisons (Headquarters).	Himself, Officers and the members of the staff in the Office of the Inspector General of Prisons.
2	The Deputy Inspector General of Prisons (Regional).	Himself and members of the staff in the Office of the Deputy Inspector General of Prisons (Regional).
3	Superintendent of a Prison ...	Himself and members of the staff (including subordinates) working under him.

Note 1: The grant of advance of pay and travelling allowance should be subject to the conditions prescribed in Rule 142 (a) to (c) of the Bombay Financial Rules, 1959.

Recovery of
advances of pay
and Travelling
Allowance

Note 2 : These advances are admissible also to those who are under orders of transfer or proceeding on tour.

2. (i) A manuscript register in the form given in Appendix I shall be maintained at all Prisons to record the details of the amounts advanced, treasury voucher number and dates of the pay bills or the travelling allowance bills from which the advances have been recovered. When the amounts of advances have been recovered in full, a report shall be sent

to the authority which granted the advances. If a prison subordinate is transferred before an advance is fully recovered, a second advance may be granted, provided the details of the unrecovered amount of the first advance are shown in the last pay certificate under an intimation to the authority which granted the first advance.

(h) The Head Clerk shall be personally responsible for seeing that advances are properly and punctually recovered.

3. Conveyances purchased with the aid of advances shall not be sold or otherwise disposed of without the prior sanction of the Inspector General.

Sanction of
Inspector General
necessary before
disposing of
conveyances

4. Applications from subscribers of the General Provident Fund for the grant of temporary advances shall be submitted in the prescribed form No. Gen. 241 to the authority competent to grant the advance for ordinary or special reasons, as the case may be.

APPENDIX I

Jail Register of Advances of Pay and Travelling Allowances

Sr. No.	Name	Designation	Amount of advance of Pay T.A.	Treasury Vr. No. and date under which it is drawn	Steward or Head Clerk	Superintendent	Details of recovery				Signature of	
							Try. Vr. Nos. of pay bills in which the advance is recovered	sent on to I. G.	Cashed from Try. under Vr. No. and date	Steward or Head Clerk		Superintendent
1	2	3	4	5	6	7	8	9	10	11	12	13