MEMORANDUM OF ASSOCIATION FEES RS. 50 00 (REGISTRATION UNDER SOCIETIES REGISTRATION ACT. XXI OF 1800) the true

MEMORANDUM OF ASSOCIATION

- 1. The name of the Society :- ENGLISH LANGUAGE TEACHING INSTITUTE ASSAM.
- 2. The office of the Society is :- Assam. situated in the Provinces/ State.
- 3. The objects for which the society is established are :-(The objects must be literacy, Scientific, Charitable etc.) Every item of the Objects should be written elaborately and should be same both in the Memorandum and in the Rules and Regulation.
 - (a) To promote teaching and learning English Language in Assam.
 - (b) Training teachers in English.
 - (c) To improve syllabus, text-book, Examination systems and related matters in English in Assam.
- 4. The names, address and designation of the present members of the Governing body are :-

Address and Occupation Designation

- 1) Mr. S.C. Rajkhowa, New Guwahati Chairman Ex-Vice Chancellor of Gauhati University & Retd. DPI, Assam.
- 2) D.P.I., Assam. Member
- 3) Director, Secondary Education, Assam Member
- 4) Director, SCERT, Assam Member
- 5) Director, CIEFL, Hyderabad or his nominee Member
- 6) Officer-in-Charge, CIEFL, Regional Centre, Shillong Member
- 7) Education Commissioner, Assam Member
- 8) Secretary, SEBA, Assam Member
- 9) Secretary, Council of Higher Secondary Education, Assam .- Member

MASSA seal) Office **BI-ITAHAWUÐ** ESTD:1986 GE TEA

Sd/ S.C.Raikhowa Chairman (Seal)

Contd.....p/2

Certified to be the true copy

SAMPLE COPY Registrar of Societies, Assam, CAR-BHAWAN' Dispur, Guwahati-8

We, the undersigned are desirous of forming a

society in persuance of this Memorandum of Association.

Signature	Address and occupation Designation of signatories	Signature, Address, Occupation and Disignation of Witness
(At least seven signatute of the members are required)		(The witness will be 'a person, not member 'of this Society.)
1) sd -	S.C. Rajkhowa	
2) Sd/-	DR S. BHARALI, DPI, Assam.	
3) Sd/-	N. Kalita, Director, Secondary Edn. Assam.	Sd/- SAN PON DOWERAH Academic Officer, SEBA, Ghy - 21.
4) \$8/-	Dr. R.C.Das, Director, SCERT, Assam.	
5) sd/-	Commissioner, Edn. Govt of Assam	
6) sd/-	K. BORA, Secretary, Assam Higher Secondary, Edn. Council.	
7) sd/-	DR. G.N. Talukdar, Secretary, SEBA.	

Date of Establishment :- 4-9-86



Sd/- S.C. Rajkhowa Chairman

(Seal) Date : 20-10-86

RULES AND REGULATIONS CONSTITUTION FOR SOCIETIES Registrar of Societies, Assam,

The name of the Society

:- ENGLISH LANGUAGE TEACHING INSTI-

TUTE, ASSAM.

- Address of the main office
- :- Office of the DPI, Assam, Guwahati.
- Area of operation :- State of Assam. (Area of operation mean the area of activities).
- Objects: (The object should be written elaborately and should be the same as written in the Memorandum of the Society).
 - (a) To promote teaching and learning English language in Assam.
 - (b) Training teachers in English.
 - (c) To improve Syllabus, text-book, Examination systems and related matters in English in Assam.
- 5. Membership :- (a) Qualification to become members :-
 - (b) Subscription, Donation etc. :-
 - (c) Collection of Fund :-

To be nominated by the Education Department, Govt. of Assam. The ELTI will be founded by the Govt. of Assam and the Govt. of India through CIEFL, Hyderabad.

- Procedure of the General meeting :- Twice a year. (How many of time in a year the general meeting will be held).
- 43 (One third). members (How many of the total member of the will be general body are required to be present to form quorum of the body meeting). Quorum of the General meeting will be needed to form
- Election procedure of the Executive Committee :- Nomination. (Governing Body/ Managing Committee).
- :- There shall be 9 (name) Short Description of Executive Body (This description must tally with the xix members including one list given in the item of the Chairman. Memorandum Copy).
- 10. The term of the Governing Body
- :- 3 (Three) years.
- 11. Procedure for Re-election of the members of the Governing/Executive Body.
- :- Nomination.
- 12. Procedure of the meeting of the Executive :- Twice a year. Body (How many times in the year or month the meeting of the Executive Body will be held).
- :- 1/3 (One third). 13. Quorum of the meeting of the Executive Body (How mmany of the total members of the Executive body are required to be present to form quorum of the meeting of the Executive Body).
- 14. Expulsion of undesirable members. (Any members who goes against the Rules and Regulation of the Organisation will be expelled from the Organisation).

:- Not applicable.



Sd/- S.C. RAJKHOWA Chairman (SEAL)

15. Auditor

- Registrar of Societies, Assam,

 A qualified auditorwill Abelia projected, by the
 Executive Body for the term of one year who
 shall audit the accounts of the Society at
 least once in a year, and annual audit report
 will be regularly.
- : To be appointed by Finance Commissioner, Govt. of Assam.
- 16. Legal Procedure: According to the provision laid down in the section 6 of the Societies Registration Act.

 XXI of 1860 the Society may sue or may be sued in the name the President or Secretary of the Society.
 - :: Secretary of ELTI, Assam Society.
- 17. Dissclution : If necessary the Society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the section 13 and 14 of the Societies Registration Act. XXI of 1860.

Certified to be the true copy of Rules and

Regulations of ELTI, Assam Society.

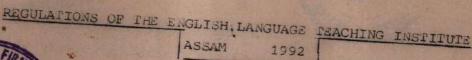
ENGLISH LANGUAGE TEACHING INSTITUTE, ASSAM.

- 1. Sd/- S. BHARALI, DPI, Assam.
- 2. Sd/- Illegible, Secy, SEBA.
- Sd/- K.K.Bora, Secy, Assam Higher Secondary Edn. Council.

Signature of the three Executive Members.



Sd/- S.C. RAJKHOWA Chairman (Seal)





IN EXERCISE OF THE POWERS VESITED IN THE HOARD OF GOVERNORS.

UNDER THE MEMORANDUM OF ASSOCIATION OF THE ENGLISH LACTUAGE*

PEACHING INSTITUTE, ASSAM AND RULES AND REGULATION, CONSTITANT

TUTION FOR SOCIETIES, THE BOARD OF GOVERNORS OF THE ENGLISH*

LANGUAGE PEACHING INSTITUTE MAKES THE FOLLOWIND REGULATION.*

Registrar of Firms & Societies, Assam

PART I

GENERAL



i) SHORT TITLE AND COMMENEMENT:

These regulations may be called the Regulations of the English Language reaching Institute, Assam.

- ii) They shall come into force with effect from the late of approval of, or from the date as may be fixed by the Registrar of Society, Assam.
- 2. DEFINITIONS :
- i) Appointing Authority shall mean and include ;-
- a) The Board in respect of posts other than Chairman and lower category of Fosts of Upper Division Assistants and those below this ran k.
- b) Director in respect of posts of Upper Division Assistants and those below this rank with the approval of the Chairman.
- ii) 'Bank' means the bank or banks approved by the Board .
- Language Peaching In-stitute, Assam.
- iv) 'Budget' means the estimate of theore and expenditures of the Institute for a rinancial year.
- v) 'Chairman' means the Chairman of Board.
- vi) 'Director' means the Director of the Institute.
- vii) 'Employee' means a person employed in the Institute and also including a government employee placed under the Institute on foreign service by then Government.
- viii) 'Financial Year' means the Government Financial Year.
- ix) 'Institute' means the English L angu age Peaching
 Institute, Assama
- 3. POWERS AND DUPIE S OF THE CHAIRMAN:
- i. The Chairman shall oversee that discipline is main limid in the Institute and that the provisions of the R gulation are faithfully observed.

- ii. The Chairman shall see that adequate measures are taken for furtherance of the objective of the In tute in acordance with the Regulations.
- iii. Subject to the provision in the approved budget, the Chairman shall have the power to eige concurrence f or expenditure on purchase of stores furniture and other equipments to the In stitute not exceeding Rs. 15000,00 at a time.

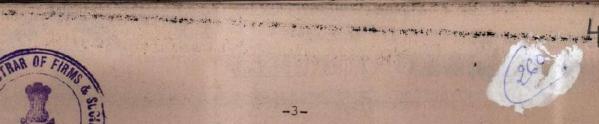
THE AND FUNCTION OF THE DIRECTOR :

The Director shall be the Shief Administrative and Academic Officer of the Institute and shall be responsible for its proper fundtioning.

His auties and power shall include the following :-

- i) To convene meeting of the Board, the Advisory Committee and the committees constituted by the Board, with he approval of the Chairman.
- ii) Fo be the custodian of records, the common seal and the other properties of the Institute.
- iii) To sign and verify all contracts and agreements and any other document or papers on behalf of the Institute.
- iv) To grant cadual leave and earned leave to subordinate officers, teaching staff and other employees.
- v) To maintain Confidential Reports of subordiante officers, teaching staff, and other employees.
- vi) To sign the pay bills, travelling allowance bills etc. and disburse the monthly salary of subordinate staff, teachers and other employees.
- v1i) To prepare the Annual budget of the Institute and the Annual Reports on the activities of the Institute and submit the same to the Board.
- viii) To sanction subject to budget provision, expenditure not exceeding Rs. 1000.00 per item on his own authority and above Rs. 1000,00 with the approval of the Chairman.

contd 3/-



advertise vacant posts as and when necessary subject the consent of the Chairman of ELFI.

In operate bank account within the limits noted here in bolow :

- to pay in all money received by the Institute and for II that purpose endorse all cheques, drafts and other bilks of exchange made out in favour of the Institute.
- to draw cheques signing singly for amount up to a maximum of Rs. 3000,00 and excess of that amount jointly with the Chairman.
- xii. to organize training programmes for in-service teachers of English upto the Higher Secondary (Junior college) level.
- xiii. to purchage language teaching materials and to bring cut relevant publications with the approval of the Chairman.
- xiv. to initiate innovative programmes in the field of English Language Teaching.
- xv. to join seminars, xxx workshops, meetings arranged by different agencies of Education within or beyond the Ak State and to allow the Faculty to join such programmes when felt necessary as ELTI extension service.
- xvi. to open and maintain Service books, Personal files etc in respect of each employee as is done in case of State Government servants.

RULES OF THE ESTABLISHMENT OF

ablishment of the Institute shall consist of Professional staff comprising :

- Director a)
- b) Reader
- Lecturer c)

OFFICE AND HESTEL STAFF COMPRISING Registrar of Firms & Societies GUWAHATI. .

- a) Upper Division Assistant, Adcountant
- b) Lower Division Assistance-cum-Typiste Tolk
- c) Chowkidar/Peen/Cook/Lbrary Attendant/Librarian
- d) Mali/Sweeper/Helper/Waterman/Hostel Attendant/ Night guard
- e) Issue Annual Confidential Reports to the Board.
- 2. I. The pests in the professional staff shall be filled up by direct recruitment through advertisement or by deputation from Government. The qualification, terms and conditions for the different posts shall be prescribed by the Board. The selection shall be made by a Selection, Committee constituted by the Board. Appointment shall be made by the Appointing Authority on the basis of the recomandations of the Selection Committee.
 - II. The posts of the Office and Hostel staff from the rank of Upper Division Assistant downward shall be filled up by direct recruitment through advertisement, provided that post of Upper Division Assistant may be filled up by promotion from the cadge of Lower Division Assistant on 12, the basis of seniority cum merit. But in the case of direct recruitment, and in promotion the selection shall be made by by a Selection Committee constituted by the Board and a appointment will be made by the Appointing Authority on the the basis of the recommendations of the Selection Committee.
- The cadre strength mode of recruitment, scales of pay and 3. norms of promotion shall be prescribed by the Board, from time to time.

Present cadre strength and the scales of pay of the rosts are as per Appendix 'A'.



PERIOD OF PROBATION AND CONFIRMATION :

i. Probation

a) Every-person appointed to a substantive vacancy under the Institute after commencement of these rules whether by promotion or direct recruitment shalk-be on proration in such post for a period of twalve work for months. (24 months)

of during or at the end of the period of probation person is found unsuitable for holding that post of has not completed his period of probation satisfactorily he/she may be reverted to his/her substantive post if he/she was appointed by probation or ischarged from the service, in case he/she was a direct recruitment.

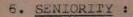
c) An employee shall be a temporary employee of the Institute untillhe/she is appointed substantively to a permanent post under the Institute.

ii. Confirmation

Subject to the provision of Rule 3 (i) a probationer to shall be confirmed in the post at the end of the period of propation if his/her work and conduct are reported satisfactory through Annual Confidencial Reported subject to satisfactory health a certificate from a competent a authority as shall be decided by the Board from time to time.

5. FIXATION OF PAY :

- i. An employee shall on his appointment to a post on a time scale of pay draw the minimum of tme scale. The Board may on the recommendation of the Selection Committee or otherwise allow initial pay at any stage above the minimum of the scale for any of the employee of the Institute.
- ii. Whenever any occasion asises to make a general revision of scale of pay or alter scale of pay attached to a particular post or posts the principles adopted by the State Government shall be applicable. Such revised scale shall be admissible after being approved by the Board.
- iii. Monthly rate of pay for the various posts shall be as prescribed by the Board.



- a) Seniority of a member of the toff selected in one batch shall be fixed according to the merit list prepared by the appointing Authority at the time of initial appointment if he/she joins on his/her appointment within fifteen days for from the date of issue of the appointment order. Provided that this period may be extended by the appointing Authority if it is satisfied that a candidate was prevented from joining within the period by circumstances of a public nature and beyond his/her control.
- h) Inter se renicrity of persons appointed from other establishment and the existing persons promoted in an establishment in a grade on the same date shall be according to fellowing order:
 - i. Existing persons promoted,
 - ii. Persons appointed from other establishment.

7. LEAVE :

Employees of the Institute shall be governed by the Leave Rules of the State Government as amonded from time to time (including leave encashment previlege).

8. PART TIME ENGAGEMENT FOR FACULTY:

The ELTI Faculty may be allowed, if such question arises, to engage themselves with the part time assignments of lecturer of English indanother ELT agency or a \$.Ed college and to receive remuneration, if any, for that service, subject to the approval of the Chairman, ELTI, but provided that this kind of engagements shall in no case affect the normal functioning of the ELTI and the ELTI authority may allow or refuse any such patition by the faculty or even withdraw the permission once given any time without any notice or showing any reason if it considers the continuance is or shall be detrimented to the interest of the ELTI.

9. CONDUCT RULES :

Government Servant Conduct Rules and the Services Displine and Appeal Rules, 1964 as amended from time to time shall be applicable to the employees of the Institute until appropriate rules of its own are incorporated in the Regulations by the 6 Board.



10. AGE OF RETIREMENT :

An employee shall retire

Regulation in this regoid.

- the age sixty years. Provided, i) on the day of attaining the age however that the Board may, in executional circumstances, re-employ a ratired employee, if it is satisfied that a such employment is asential in the interest of the Institute, for a period not exceeding one year at a time, subject to production of mental and physical fitness certificate from acompentent athority approved by the Board, provided that no employee small be retained in service beyond sixty two years of age.
- ii) at his being declared completely and permanently incapable for services by a Medical Board to be constituted by the Board:
- iii) on the imposition of the pahalty of compulsory retirement;
- iv) on completion of twenty years of service on voluntary ratirement .
- LEAVE, LEAVE SALARY, PRAVELLING ALLOWANCES : The employees under the Institute shall be entitled to leave, leave salary, travelling allowances according to the rules of the State Government till the Epard makes its own
 - 12. The employee of the Institute shall be entitled to gratuity as per regulation in part III .
 - PROVIDENT FUND : 13. The employee of the Institute shall be governed by the
 - Provident Fund Regulation of the Institute. VALIDATION OF PAST ACTION : 14.

All orders made of action taken in respect of matters for which there was no specific Regulation shall be deemed to have been validly made or taken under this Regulation.

15. For the cases not specified in the above rules, the relevant rules and regulations of the State Government shall also be made applicable to the employers of the Institute until the Board frames as such regulations.





DEATH-CUM-RETIREMENT GRAPUITY :

- 1. An employee shall be eligible for gratuaty -
- a) on retirement by reason of his attaining the age of superannuation.
- b) on retirement before the age of superannuation on a medical certificate of permanent incapacity for further service;
- c) on discharge due to the abolition of the post; and on death hile in service.
- 2. The amount of gratuaty that may be granted shall be determind by the length of qualifying service. Fraction of a yera shall not count towards length of service.
- 3. The amount of gratuity shall be calculated on the Basis of the average of last twelve months basic pay drawn by an employee.
- 4. The maximum amount or gratuity admissible shall be eighteen months basic pay. Subject to a maximum of Rs. 35000.
- 5. No gratuity shall be admissible I a case where the employee concerned resigns his post or is removed or dssmissed from service.
- 6. The gratuity admissible to an employee on his retirement or to his family, in the event of his death while in service is as follows:





Completed years of Qualifying service

The street of the contract of the street of

Amount of gratuity

- a) 1 to 4 years
- b) 5 years and above but below 10 years
- c) 10 yaers and above

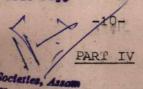
Nil

1/3 of amounts basic pay for completed year of service

one month basic pay for each completed years of service.

- 7. 'Family' for the purpose of rule 6 above means:
 - i. in the event of the male employee, the wife (or wives) and children of an employee and the widow (or widows) and children of deceased non of the employee.
 - ii. in the case of a female employee, the hosband and the children of the employee and the widow or widows and children of a deceased son of the employee.

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CONTRIBUTORY PROVIDENC FUND RULES

- i. The fund shall be administered by the Director.
- ii. Every employee of the Institute holding a permanent substantive appointment or a tenure appointment of ot less than three years shall be entitled to be a subscriber to the Provident Fund.



2. NOMINATIONS :

- f. A subscriber shall, as soon as may be after joining the Fund, send to the Director a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid.
- ii. Provided that if, at the time of making nomination the subscriber had a family, the nomination shall not be in favour of any person or persons other than the members of the family.
- iii. If a subscriber nominates more than one person under sub rule (ii), he shall specify in the nomination the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand in his credit in the Fund at any time.
 - iv. Every nomination shall be in such one of the forms approved
 herewith as appropriate in the circumstances (vide forms
 I to IV in Annexture).
 - v. A subscriber may at any time cancel a nomination by sending a notice in writing to the Director. The subscriber shall along with such notice or separatly send a fresh nomination mode in accordance with the provisions of this n rule.
 - vi. A subscriber may provide in a nomination:
 - a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee, shall pass to such other person as may be x specified in the nomination.
 - b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.



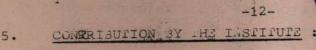
- vii Immediatly on the death of a nominee in respect of
 whom no spevific provision has been made in the nomination under clause (a) of sub-rule (vi) or on the occurrence of any event by reason of which the nomination
 becomes invalid in pursuance of clause (b) of sub-rule
 (vi) or the provisions thereto, the subscriber shall
 send to the Director a notice in writing cancelling the
 nomination together with a fresh notification made in
 accardance with the provisions of hhis rule.
- ix. Every nomination made, and every notice of cancellathon given by a subscriber shall, to the extent that it is given by a subscriber shall, to the extent that it is alid, takes effect on the date on which it is received the Director.

SUBSCRIBER'S ACCOUNT :

Bank S.B. account shall be opened in the name of each subscriber in which shall be credited the subscriber's subscription and the contribution made under rule byt the Institute to his account.

4. CONDITIONS AND RULES OF SUBSCRIPTION :

- (i) Every subscriber shall subscribe, monthly 10 percent of his basic pay to the Fund when on duty in the service of the Institute.
- (ii) Pro vided that a subscriber shall not subscribe during the period when he is under suspension and any at his option not subscribe during any period of leave other than leave on average pay or earned leave of less than thirty days duration as the case may be.
- (iii) Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or in instalments any sum not exceeding the masimum amount of arrears of subscription payable for that period .
- (iv) The subscriber shall intimate his election not to subscribe during leave by a written communication to the Director before he proceeds on leave. Failure to make due and xx timely intimation shall be deemed to constitute an election to subscribe.



and the control of th

- (I) The Institute shall on 31st March each year, make a contritution to the account of each subscriber.
- (II) The constriction shall be 10 percent of the subscriber's basic pay during the year:
- (III) If a subscriber is on deputation out of India, the Masic pay which he would have drawn had he been on duty in India shall for the purpose of this fule, be deemed to be the pasic pay.
- (IV) Should a subscriber elect to subscribe during Leave, his leave salary shall for the purpose of this rule, be deemed to be the basic pay.
- (v) The amount of any contribution payable in respect of a period of foreign service shall, unless it is recovered from the foreign employer, be recovered by the Institute from the subscriber.
- (VI) The amount of contribution payable shall be rounded to be the nearest whole rupee (fifty paise counting as the next higher rupee).

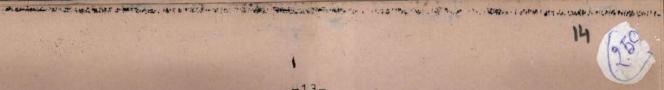
6. ADVANCE FROM THE FUND :

- (I) Subject to the provision in the rules

 An advance may be sanctioned to a subscriber by the wir

 Director from the amount standing in his credit in the

 fund .
- (II) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise:
 - a) to pay expenses incurred in connection with the illness of the subscriber, subscriber's wife, legitimate children, step-mother, parents, sisters and minor brothers actually dependent on him;
- b) to pay the overseas passage for reasons of health or education of the subscriber, subscriber's wife, legitimate children, stepmother parents, sisters and monor brothers actually dependent on him.



- c) to pay obligatory expenses on a scale approtiate to his status in connection with subscriber's marriage, funerals or ceremonies which by his religion it is incumbent on him to perform;
- d) to meet cost of higher education of any person actua-lly dependent on subscrriber such person need not necessarily be a menmber of the subscriber's family;
- to meet the cost of legal proceedings instituted by the applicant vindicating his position in regard to any allegation made against him in respect of any act done or purported to be done by him in the discharge of this off ideal duty. Privided that the advance under this WWANATsub ule shall not be admissible to an applicant who titutes legal priceedings in any corst of law either in r-espect of any matter unconnected with his official duty or against the Board in respect of any condition of service or panalty imposed on him;
- to m eet the cost of his defence where the applicant is f) prosecuted by the Board in any court of law in respect of any alleged official misconduct on his part.
- (III) An advances shall in no case exceed 50 percent of the amount of subscription and interest thereon standing to the credit at the time of application as per latest entry in the individual Bank Pass Book.
 - (IV) Ad advance shall bee recovered from the subscriber in not more than forty equal monthly instalments. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such instalments. A subscriber amy at his option repay is a smaller number of instalment than that agreed upon at the time of grant of advance or a lumpsum.
- (V) Recovery of advance shall be made from the employees of a subscriber and shall commence on the first occasion, after the advance is made on which the subscriber draws emoluments for a full month.



(VI)

a. Interest pn advanc shall be

b. The Interest shall be ordinarili recovered on one instalment in the month after complete repayment of the principal has been made. If the period of pepayment of the principal has been made. If the period of repayment exceeds twenty months, interest may, if the subscriber so desirs be recovered in two equal monthly instalments, the monthly payment being rounded to the rearest whole rupee, 50 percent and above counted as next higher rupee.

Recovery made under this rule shall be credited to the smount of the s.B. Account of the subscriber.

If an advance has been granted to a subscriber and £ drawn by him and the above is subsequently disallowded before repayment is completed, the whole or balance of the amount withdrawn, shall forthwith be repaid by the subscriber to the fund, or in default, be ordered by the Director to be recovered by the deducting from the emoluments of the subscriber by instalments or otherwise.

7. WITHDRAWL FROM THE FUND:

- i) withdrawls from the fund may be sanctioned by the Director at amy time, to subscriber. After the completion of thirty years of service (including brokem periods of service, if any) of a subscriber or within five years be before retirement on superanation wholever is emalier, from the amount standing to his credit for one of the following purposes.
- a. Meeting the cost of higher education including where necessary, the travelling expenses of any child of the subscriber actually dependent on him.
- b. meeting the expenditure in connection with the marriage of a son or daughter of the subscriber.
- c. meeting the expences in conuction with the illness including travelling expences where necessary of the subscriber on any person dependent on him.
- ii) Withdrawal from the amount standing to his credit in fund may be sanctioned by the Director to a subscriber me on the completion of twenty five yaers of service(ineled (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on supetannuation, whichever is earlier, for one or more of the following purposes;



- a. building or acquiring a suitable house for his residence including the cost of the site or recaying any outstanding amount on account of the loan expressly taken for this purpose, or reconstucting or making addition or alterations to a building already owned or aquired by a subscriber.
- b. purchasing a house site or repaying any outstanding amount on account of the loan expressly taken for this purpose;
- c. for constructing a house on a site purchased utilising the sum withdran under clase (b).
- or more of the purpose specified in i and ii above from the amount standing to his credit in the fund shall not ordinarily exceed three-fourth of such amount of twe twenty months pay of the subscriber, which ever is less Director may, however, sanction the wither awl of an amount in excess of these limits upto four-fifth of the balance at his credit in the Fund having due regard to SUWAHATI (at the object for which the withdrawal is being made the status of the subscriber, and the amount at his

redit in the Fund.

iv) A subscriber who has been permitted to withdraw money from the Fund under sub-rule (i) & (ii) above shall satisfy the Director within a resonable period as many be specified by him that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn, or so much thereof, as has not been applied for the purpose for what it was withdrawn, shall fortwith be repaid in one lumpsum together with interest thereon at such rate as is leving on advance from the fund, and in default of such payment it shall be ordered by the Director to be recovered from the emoluments either in a lupmsum or in such mumber of monthly instalments as may be determined by the Director.