



Date: 15 April 2016
ORDER

Ref: SEF/HR/5024(a)

No. SEF-ORDER-5024(a). In pursuance of the approval of SEF-Board of Governors (BoGs) in its meeting held on 21-January-2016; the Employees Advance Policy is hereby notified as under:

1. Purpose:

The purpose of Employees Advances Policy (EAP) is to allow SEF Employees to meet any urgent/serious and unexpected expenses that may arise including medical emergencies in the family, house repair and renovation or educational fees etc.

2. Slabs of Advance

Advance limit must be defined in annual budget of SEF:

- 50% of advance limit will be offered to those employees whose salaries are less than or equal to Rs.100,000/- per month
- 30% of advance limit will be offered to those employees whose salaries are less than or equal to Rs.200,000/- per month
- 20% of advance limit will be offered to those employees whose salaries are more than Rs.200,000/- per month

3. Reasons for Advance:

- Medical grounds (related to their families / personal)
- Educational Support (related to himself/herself & their children & spouse personal/family)
- Renovation of House (related to their personal house)
- Emergency Support (only on the discretion of the SEF Competent Authority)
- Marriage Support (Self and their Children)
- Others

4. Eligibility

- a. Employee (s) of any Pay Group / BPS of this Foundation, who have completed more than one year of their service, can apply for advance.
- b. Employee (s) who has/have already availed Advance shall not be entitled to another advance before expiry of one year from the recovery of old Advance under the allowed limit.
- c. Employee (s) can get 2nd advance after the gap of two years (equivalent to his/her three (03 gross salaries) by fulfilling the conditions of this policy.
- d. Employee (s) who is / are involved in any misconduct, displeasure under disciplinary proceedings will not be entitled to get the benefit of Advance Policy.
- e. Application (s) will neither be received nor considered for Advance during the last Quarter (April to June) of the financial year.

5. Limit of Advance

Employee (s) can get advance equivalent to three (03) gross salaries within a single year. It may be divided into Three (03) consecutive financial years (request for each financial year must be raised separately) but should not be above the amount equivalent to three (03) Gross Salaries (Current Gross salary per month, when the applications are being raised, will be the benchmark for the issuance of advance amount).

6. Recovery of Advance

- a. The Advance will be recovered in equal monthly installments from the month in which the amount of advance is released to employee(s) during the remaining months of the same financial year.

7. Guarantors

- a. Beneficiary of the advance will be required to give at least two guarantors equivalent or above to his/her rank in the Foundation. A prescribed Guarantee/Undertaking will be required to be submitted by the beneficiary of the advance on stamp paper, which is a prerequisite for granting advance.
- b. If the advance beneficiary is absconded; the two (02) guarantors prescribed/nominated in the undertaking shall equally pay (half/half) of the remaining installments for the recovery of advance that may be recovered in the same financial year.

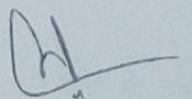
8. Committee: its compositions and ToRs

a. **The Composition:**

I. Director (HR)	Chairman
II. Director - Technical	Member
III. Representative from Finance Department	Member
IV. Representative from HR Department	Member / Secretary

b. **The TORs of the Committee is as follows:**

- i. The Committee will review and verify the document of all Advance cases in the light of document(s) submitted by the HR Department.
- ii. The Committee shall have the right to verify / vet the requests through inquiry keeping in view the contents of the applications in order to find out the valid reason to avail Advance facility.
- iii. The committee may recommend or reject the request of advance(s) in order to place it before the competent authority that will have the right to approve or reject the recommendation of the committee.
- iv. Any false declaration/requisition/reason to get the Advance(s) shall automatically disqualify the candidate for next two financial years to avail the facility of Advance.



9. Procedure to Apply for the grant of Advance

- i) The Employees will submit the Application for grant of advance to the HR Department duly recommended by their Head of the Department.
- ii) The HR department will present all the applications of advance along with the relevant information/documents before the Committee.
- iii) The Committee will review the application as per set TOR and recommend the final list for the approval of the Competent Authority.
- iv) The Competent Authority i.e. Managing Director, may accept or reject recommendation(s) of the Committee.

No.SEF-ORDER-5785.CC)

Ms. Naheed S. Durrani
Managing Director
Karachi, dated April 15, 2016

Copy to:

- Deputy Managing Director, SEF, Karachi.
- Director (HR / P&P), SEF, Karachi.
- Director (Admin & IT), SEF, Karachi.
- Acting Director (Finance), SEF, Karachi.
- Acting Director (Technical), SEF, Karachi.
- Acting Director (School Inspections), SEF, Karachi.
- Acting Dy. Director (Programs), SEF, Karachi.
- All the Deputy Director-Regions and Regional Assistant Directors, SEF,
- Head of the departments/Units/Programs (All), SEF,
- P.S to Managing Director, SEF, Karachi
- Officer concerned.
- Office Order file.


Noman Waseem Usmani
Assistant Director-HR