

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT.

NO. 14905 F

OFFICE MEMORANDUM

Bhubaneswar, the 9th April, 1971

Subject:-

Procedure for payment of House building and motor conveyance advances by Government Dispensing with pre-authorisation by Accountant General, Orissa.

The undersigned is directed to invite a reference to this Office Memorandum No. 11638, dated 29.3.71 in which it was indicated that consequent upon dispensing with pre-authorisation by the A.G., Orissa for drawal of advances by the Government servants a detailed-procedure will be prescribed by the Finance Department. In this connection the procedure to be followed by the drawing and disbursing officers and Treasury and Sub-Treasury Officers have already been laid down in this Department Office Memorandum No. 36910, dated 8.8.70.

After careful consideration of the question, the Government have been pleased to pre-prescribe the following procedure in respect of House Building and Motor Conveyance advances to be followed henceforward.

1. House Building Advance:- Powers for sanctioning the house building advances to the various categories of Government servants have already been delegated to the different Departments of Government/Heads of Departments and they would continue to be the sanctioning authorities in respect of these advances. Prior to 31.3.71 the competent authorities were sanctioning the house building advances after obtaining clearance from the Finance Department about availability of funds in each case for the purpose. It has now been decided that instead of giving clearance about availability of funds, the Finance Department will make allotment of funds in favour of the administrative Department who in their turn will make suitable allotments in favour of the various Heads of Departments under their control under intimation to the Finance Department. The sanctioning authorities will have to maintain a register in the form 'A' enclosed and ensure that the expenditure in any case does not exceed the allotment of funds made in their favour. The Departments of Government will furnish a monthly statement showing the allotment of funds, expenditure incurred and balance available out of the funds allotted by Finance Department by 7th of the month following the one to which it relates in the form 'B' appended hereto. The Administrative Department in their turn will all-

call for similar statements from the Heads of Departments under their administrative control by such date as may be prescribed by them. Copy of each of the orders sanctioning advances in favour of a particular Govt. servant and/or instalments of advances from time to time will be endorsed to the Finance Department. Orders sanctioning drawal of instalments of advances will remain valid for a period of one month from the date of issue in order to facilitate compilation of monthly statements of expenditure for submission to the Finance Department. It should be specified in the order sanctioning the drawal of instalments of the advances that the Government servant concerned should intimate the sanctioning authority the amount drawn by him on the next day of the drawal thereof together with the actual date of drawal.

As per the existing instructions balance of the house building advance out-standing on the date of retirement of a Government servant with interest is recoverable from the Death-Cum-Retirement Gratuity of the Government servant concerned. In view of this the sanctioning authorities should invariably indicate the dates of retirement of the Government servants concerned in whose favour the advance is sanctioned in the sanctioning orders themselves. While sanctioning the advances in their favour the sanctioning authorities will have to ensure that the Death-Cum-Retirement Gratuity of the Government servant concerned will cover the balance of the advances out-standing on the date of retirement of the Government servant along with interest.

So far as All India Service Officers and Divisional Accountants are concerned the Finance Department will continue to be the sanctioning authority.

The drawing and disbursing officers and the Audit Office will ensure the recovery of the advance and interest due thereon from the non-Gazetted/Gazetted Government servants respectively.

Due to paucity of funds, during 1970-71 necessary authority could not be issued by the A.G., Orissa in a number of house building advances sanctioned by competent authorities. The Departments of Government and Heads of Departments before according fresh sanctions of house building advances may take up re-sanction of these cases during 1971-72. Such cases where no amount although sanctioned, has been drawn and those where any instalment of the advance has been drawn previously may be given preference over other fresh cases. Copies of all sanctions accorded by the competent authorities either

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sanctioning the advances or the instalments of the advances should be endorsed to the Treasury and Sub-Treasury Officers concerned and A.G., Orissa.

2. Motor Conveyance Advance:- The Finance Department will continue to be the sanctioning authority for the purpose. A register in Form 'C' will be maintained in the Finance Department for facility of control over expenditure.

All applications for motor conveyance advances should be routed through the administrative Department concerned as usual and will forward them to the Finance Department with their recommendation or otherwise. The Administrative Department may recommend those cases for sanctioning the advance only where they are satisfied that the advance will be utilised for the purpose for which it is sanctioned within 30 days from the date of drawal. Sanctions conveyed by the Finance Department for purchase of motor conveyances shall remain valid for a period of one month only from the date of issue. A copy of the sanction order will be furnished to the Tax Treasury/Sub-Treasury Officers by the Finance Department on the basis of which the former will pass the bills in respect of these advances, when presented. A copy of the sanction order will also be endorsed to A.G., Orissa.

The Treasury/Sub-Treasury Officers after payment of the bills will furnish the particulars (name and address of the Officers, S.T.V.No/T.V.No., amount drawn, date of drawal etc.) of such drawals along with the agreement bonds to Finance Department immediately but in no case later than a week from the date of drawal.

The officers who have availed themselves of a motor conveyance advance in the past should obtain and furnish along with their applications, certificates from the Accountant General, Orissa to the effect that no amount of the advance or interest thereon is outstanding against them on the date of the application for another advance.

The A.G., Orissa/Drawing and disbursing officers will ensure recovery of the advances with interest from the Gazetted/non-Gazetted Government servants.

Sd/- J.S. Baijal.

SECRETARY TO GOVERNMENT.

P.T.O.

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Memo No. 14906(2)/F., Bhubaneswar, the 9/4 April, 1971

Copy in triplicate forwarded to the Accountant General, Orissa, Bhubaneswar/Deputy Accountant General, Orissa, Puri for information and necessary action in continuation of Finance Department Office Memorandum No. 11638F, dated 29.3.71.

Ruse 9/4/71
DEPUTY SECRETARY TO GOVERNMENT.

Memo No. 14907(90)/F., Bhubaneswar, the 9/4 April, 1971.

Copy forwarded to All Departments of Government/ Heads of Departments/All F.As. and A.F.As./All Treasury and Su Treasury Officers/All Drawing and Disbursing Officers/All Acco Officers in Heads of Department/All District Officers/A.F.A., Hirakud/Salandi Project/Principal, Accounts Training School/ Secretariat Training Institute, Bhubaneswar/Deputy Examiner, L.F.A./Accounts Section, Finance Department/Commissioner, Training and Coordination for information and necessary action in continuation of Finance Department Office Memorandum No. 11638F, dated 29.3.71.

Ruse 9/4/71
DEPUTY SECRETARY TO GOVERNMENT.

Copy to all Officers and Branches of F.D.

P.S. 9/4.

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