

In case of transferable employees the Head of Office as well as the Drawing & Disbursing Officers are facing difficulties to deposit the additional amount of G.I. S. according to the pay range of the employees due to non-availability of the G. I. S. Pass Book arising due to loss/misplacement.

In order to overcome the difficulties on such accounts it has been decided that Head of Office/Drawing and Disbursing Officer should invariably record the G. I. S. Pass Book number alongwith the quantum of deposit made in the prescribed *pro forma* in the last page of the Service Book of the employees.

In the event of any deviation from these instructions the concerned Head of the Office/Drawing & Disbursing Officer shall be held responsible for non-settlement or less payment of claims preferred under the G. I. S.

*PRO FORMA*

G. I. S. Pass Book Number	Pay at the time of initial deposit/ Subsequent deposit	Quantum of deposit	Sanction Order No. & date	Bank Draft/ Challan No. & date with total amount	Letter No. & date in which the said Bank Draft/ Challan sent to Finance Department	Remarks & Signature of Head of Office/ D. D. with official seal
(1)	(2)	(3)	(4)	(5)	(6)	(7)

All the Head of Officers/ Drawing and Disbursing Officers under their administrative control may be instructed accordingly.

{ILLEGIBLE}

Additional Secretary to Government

No. 30826--Codes-41/95-F.

FINANCE DEPARTMENT

OFFICE MEMORANDUM

The 5th August 1995

SUBJECT—Fixation of monetary limit for Khadi Towels

In Finance Department Office Memorandum No. 16794/F., dated the 19th April 1991 the monetary limit for purchase of Khadi Towels to be supplied to the Gazetted Officers in the Secretariat was last fixed at the rate of Rs. 35 each including all taxes. Due to rise in the price of Khadi, the current monetary ceiling is considered inadequate.

2. After careful consideration Government have been pleased to enhance the monetary limit from Rs. 35 to Rs. 65 (Rupees sixty-five) only each including all taxes for purchase of Khadi Towels in the Departments of Government to facilitate the supply of the same to the Gazetted Officers in the Secretariat.

3. Towels may be supplied to the Officers at the rate of one each every year. The Department should avail of the rebate admissible on Khadi.

4. This order shall take effect from the date of issue.

S. B. PANDA

Additional Secretary to Government