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Government of Orissa
Finance Department

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Memo No. AF-H.B.A.31/73- 35225(105)/F.,

Bhubaneswar, the 21st September, 1974.

To

All Departments of Government.
Heads of Departments.

Sub:-

Sanction of House Building Advance
procedure of drawal.

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The undersigned is directed to say that it has come to the notice of Government that one-Sub-Treasury Officer un-authorizedly executed an agreement bond in respect of House Building Advance sanctioned to a loanee, for and on behalf of the Governor of Orissa and allowed drawal of the instalments of the advance on the basis of the formal orders sanctioning the advance to the latter without a specific order releasing the instalments of the advance. This is highly irregular and illegal. The correct procedure in this regard is indicated below.

2. In terms of the formal orders sanctioning the advance to a particular Government servant he is to draw up agreement/mortgage bonds in the prescribed forms on cartridge paper, put his signature at the proper places and then submit the same to the authority who originally sanctioned the advance. The agreement/mortgage bonds are to be executed for and on behalf of the Governor of Orissa by an Officer duly authorized in this behalf. So far as contracts and other instalments relating to house building advances are concerned the authorities granting the advances are to execute the same for and on behalf of the Governor of Orissa. After completion of the formalities regarding registration of mortgage bond/agreement bonds etc. order authorising disbursement of an appropriate amount out of the sanctioned advance to the applicants are to be issued subject to availability of funds. A copy of the order releasing the instalments of the advance is to be sent to the Officers incharge of the Treasury/Sub-Treasury concerned where amount is intended to be drawn. Then and then only the Sub-Treasury/Treasury Officers are to allow drawal of the bills presented for drawal of the amount of instalments in terms of the release order. Instalment of House Building Advance should be drawn only on receipt of specific release order from the sanctioning authorities on execution and registration of agreement/mortgage bonds in cartridge paper duly executed by an Officer authorized to do so for and on behalf of the Governor of Orissa. This procedure is to be specifically mentioned in the formal order sanctioning the advance to avoid confusion.

Sd/-

Audit Officer-Cum-Under
Secretary to Government.

Memo No. 35226 (133)F dt. 21.9.74.

Copy forwarded to all Treasuries and Sub-Treasuries Officers/
All Officers and Head Assts. of the F.D. for information and guidance.

Sd/-

A. O. Cum-U. S.