

# A

## 1. Advances.

1. No. FMP.  
11/58/3, dated  
25/03/58

**Sub :- Sanction of House Building and Motor Car advances recoveries exceeding half of basic pay prohibited.**

While sanctioning any house building/purchasing motor car or other advance, all current deductions should be taken into consideration and no Government servant should be granted both the house building and motor car advance simultaneously when recovery for both the advances taken together exceed half the basic pay of the Government servant. The cases already sanctioned need not be re-opened.

2. No. FMP.  
11/58/10, dated  
19/06/58.

**Sub :- All current deductions should be considered before sanctioning advances.**

In continuation of letter No. FMP. 11/58/3 dated 25/03/1958, all current deductions, viz., for General Provident Fund, Postal Life Insurance, Income Tax, House Rent, Rehabilitation Advance, Motor Car Advance or House Building Advances, etc. should be taken into consideration in sanctioning such advances.<sup>1</sup>

3. No. ABM.  
133/60/4, dated  
09/01/61

**Sub : Recoveries of advances should be made regularly and without any break.**

All officers should pay regularly their recoveries on account of house-building advance or motor car/cycle advance, as the case may be. Any omission of such monthly deductions on the part of any such officer will be treated as serious irregularity.

4. No. FMP.  
58/60/135, dated  
10/08/61

**Sub :- Conditions for including personal and special pay as part of pay for the grant of house building advance and advances for any conveyance.**

Subject to other rules and conditions for grant of such advances being followed, the

<sup>1</sup> See page 16 also. By O.M. No. FMP. 9/77/14 dated 24/06/77 it has been decided that the deduction on account of House Rent will be excluded from the total deductions while considering sanction of House Building Advance.

personal pay and special pay where sanctioned under the following circumstances can be treated as part of pay for the purpose of grant of house building/purchasing advance and advance for any conveyance

I. Personal pay :-

- (a) for protecting loss of substantive pay;
- (b) for protecting loss of pay on transfer to a post not in direct line;
- (c) where the incumbent has been on the maximum of a pay scale for a period of five years or more.

II. Special Pay :-

Where sanctioned in lieu of a recognised scale of pay.

5. No. FMP.  
63/61/34, dated  
07/04/64

**Sub :- Recovery of advances to be completed before the date of retirement.**

Recovery of advances for various purposes, i.e. house-building, motor cars, motor cycles, bicycles, etc., may continue to be regulated in such a way that the entire amount will be recovered before the Government servant reaches the age of 55 years

6. No. FMP.  
27/67/2, dated  
30/06/67

**Sub :- Levy of interest on outstanding advances in the case of death of a Government Servant.**

No interest should be charged in respect of the period beyond the date of death of the Government servants, on the amount of advance adjusted against death-cum-retirement gratuity, if any.

7. No. FEG.  
38/67/Pt. 1, dated  
07/11/67

**Sub :- Where drawal of advances need not require authorisation of the A. G.**

Authorisation by the Accountant General is not necessary for payment of interest bearing advances to Gazetted Officers, viz., (I) House Building Advance, (II) Advance for the purchase of conveyances and (III) Teenage advances sanctioned by Government

This took effect from 27th July 1967.

**2. Advances- Writing off of outstanding advances of deceased Government Servants.**

1. O.M. No. FMP.  
32/87/8, dated  
13/12/89

**Sub :- Writing off of outstanding advances of Government servants who die while in service.**

The Government have been receiving a large number of proposals for waiver of outstanding House Building Advance/Motor Car/ Motor Cycle Advance/ T. A. Advance etc. of Government servants who die while in service. At present there is no clear policy on this and as a result, cases are disposed of individually. Government have now decided to adopt the following criteria for future cases.

2. The claims on account of Death-Cum-Retirement Gratuity, Provident Fund and Group Insurance of the Government servant will be ascertained. If the above claims together exceed the dues of the Government servant, application for waiver will not be entertained. If the dues of the Government servant exceed the claim on account of Death-cum-Retirement Gratuity, Provident Fund and Group Insurance, the difference may be written off provided the legal heirs give an undertaking to adjust the balance amount against the outstanding claims.

2. O.M. No. FMP.  
32/87/113, dated  
13/12/91

**Sub :- Writing off of outstanding Government loans/advances is permissible when the total claim of a family of a deceased Government servants does not exceed Rs. 1 lakh.**

Considering the hardship that may be faced by the family of a Government servant, who dies while in service as a result of adjustment of entire claim of the family on account of Death-Cum-Retirement Gratuity, Provident Fund and Group Insurance towards Government loans and advances etc., in terms of Government office memorandum No. FMP 32/87/9 dated 13/12/89, the Government of Assam is pleased to make the following revised procedure for adjustment of Government dues and waiver/writing off of outstanding Government loans and advances of deceased Government servant

(1) If the total claim of a family on such deceased Government servant on account of Death-Cum-Retirement Gratuity, Provident Fund and Group Insurance together is Rs. 1.00 lakh or less, no adjustment will be made against outstanding Government loans and advances etc. Such outstanding dues shall be written off by Government in the Finance (Audit and Fund) Department.

(2) If, however, the total claim of the family of such deceased Government servant, as aforesaid, exceeds Rs. 1.00 lakh, the amount beyond Rs. 1.00 lakh, but to the extent of the admissible amount of Death-Cum-Retirement Gratuity, shall be adjusted against outstanding Government dues. The amount payable to the family of such deceased Government servant on account of Provident Fund and Group Insurance, which cannot be adjusted against outstanding Government dues, shall, however, be left untouched even if such dues together with the Death-Cum-Retirement Gratuity exceed Rs. 1.00 lakh and the Government dues left un-recovered. The balance of the Government dues after adjustment, as aforesaid, shall be written off by Government in the Finance (Audit and Fund) Department.

This order will come into force with effect from 13.12.89 but cases already settled finally shall not be reopened.

3. O.M. No. FMP.  
32/87/120, dated  
10/3/92

**Sub :- Write off of outstanding advances etc. of deceased Government servants.**

With reference to the last para of this Department O.M. No. FMP 32/87/113 dated 13/12/91, it is hereby clarified that the provision of O.M. No. FMP 32/87/113 dated 13/12/91 will be applicable to all the cases of write off/waiver of outstanding loans/advances of deceased Government Servants, which have not been already settled.

4. O.M. No. FMP.  
32/87/PLF-1, dated  
19/07/93

**Sub :- Guidelines regarding write off of outstanding advances etc. of deceased Government Servants.**

With a view to give some relief to the families of the low-paid Government employees, who may die while in service, Government introduced a liberalised policy of writing off of outstanding loans and advances of the deceased Government servants vide O.M. No. FMP. 32/87/113 dated 13/12/91. While the liberalised scheme came into force with effect from 13/12/89, it has been clarified vide O.M. Nos. FMP. 32/87/120 dated 30/05/92 and No. FMP. 32/87/121 dated 07/07/92 that the cases of death prior to 13/12/89 but not finally settled shall also be covered by the liberalised scheme. The 'cases finally settled' means issuance of authority by the Accountant General for drawal of Death-cum-Retirement-Gratuity with or without adjustment. Hence, proposal for write off of the cases where death took place prior to 13/12/89 or thereafter and have been settled finally, shall not be reopened.

2. It is, however, further clarified that, in view of introduction of the liberalised policy of write off with effect from 13/12/91 vide this department O. M. No. FMP. 32/87/113 dated 13/12/91, those cases, where Government servants have died prior to 13/12/89 or thereafter and authorities for drawal of the Death-Cum-Retirement-Gratuity have been issued by the Accountant General after 13/12/91 with adjustment, may be reopened and examined in the light of the aforesaid O.M. dated 13/12/91 for the purpose of writing off of the outstanding loans and advances of the deceased Government servants.

3. In future, all proposals for final payment of Death-Cum-Retirement-Gratuity to the family of such deceased Government servants should be forwarded to the Accountant General only after finalisation of the write off proposals in the manner aforesaid. In cases where no applications for write off have been received, the department should initiate the write off proposal of their own.

4. It has also been noticed that most of the proposals for such write off are submitted to Finance Department with incomplete and/or inaccurate information. It is, therefore, reiterated that, while submitting proposal for such write off the following points may please be taken note of:-

- (1) All proposals should be submitted through the administrative department.
- (2) A precise of the case should accompany the proposal.
- (3) Information regarding amount payable to the legal heir of the deceased Government servant on account of General Provident Fund (G.P.F.), Death-Cum-Retirement- Gratuity and Group Insurance Scheme with savings, should be furnished by the administrative department. As regards, G.P.F., a copy of the latest G.P.F. statement issued by the Accountant General should be furnished.
- (4) Information regarding outstanding advances with interest thereon as certified by the Accountant General, Assam should be furnished with the proposal in respect of those advances, accounts of which are maintained by the Accountant General.
- (5) It should specifically be mentioned whether authority for drawl of D.C.R.G. has been issued by the Accountant General or not. If so, a copy of the authority may also be furnished.

**3. Advances - Motor Car.**

I. No.  
FM.43/79/36,  
dated 23/11/86

**Sub :- Procedure for submission of application for Motor Car Advance.**

I am directed to invite a reference to the subject noted above and to lay down the following procedures for sanction of Motor Car Advance which may please be brought to the notice of all concerned.

(1) Applications for sanction of Motor Car Advance in prescribed form (Annexure-I) shall be submitted through proper channel so as to reach the Finance Department between 1st April and 31st May in each year.

(2) Applicants should furnish the following along with the application :-

(1) In case of confirmed Government Officers :-

(i) An attested copy of the confirmation order.

(2) In case of temporary Government servants :-

(a) An attested copy of the current pay slip issued by Accountant General.

(b) Personal surety of a permanent Government employee of equal status and a certificate of present pay drawn, pay range, giving details as per prescribed surety form (Annexure-II).

(c) An attested copy of confirmation order of the surety.

(d) A certificate of details of present pay and deductions of the surety.

Since Motor Car Advance is granted for use of such car by the officer for efficient discharge of his duties (Rule 385(2) of A. F. R.) a certificate from the \_\_\_\_\_ that no Government vehicle is allotted to him is to be furnished along with the application.

(4) Applications complete in all respects and received within the period mentioned at para(1) above will be examined. Sanction will be issued on the merits of each case and according to availability of fund during subsequent months of the financial year.

(5) Incomplete applications and applications not received within the prescribed period will be summarily rejected. The Finance Department will finalise allotment by July of each year.

(6) Applications not considered in a financial year shall lapse and the applicants will have to apply afresh for consideration in the next financial year.

(7) The applicants will have to furnish within 6 months from the date of drawl of the amount a certificate regarding purchase of the vehicle duly countersigned by the District Transport Officer and Head of the Administrative Department/Head of Departments indicating the Registration number of the vehicle purchased, failing which the officer will have to refund the entire amount in one instalment with penal rate of interest.

This will come into force with effect from 01/04/87.

ANNEXURE - I

**APPLICATION FORM FOR MOTOR CAR/MOTOR CYCLE ADVANCE.**

1. Full name of the applicant with designation and head quarter :-
2. (a) Date of birth :-  
(b) Date of entry into the Government service :-
3. Name of the post where confirmed and basic pay thereof :-
4. Name of the present post with basic pay :-
5. If you are temporary in the present post whether you have completed five years of service or not :-
6. If the applicant is temporary whether there is any likelihood of his retrenchment or not and whether the applicant is in a position to furnish surety in the person of equivalent rank of an unencumbered permanent State Government servant of equivalent rank and if so, the same may also be forwarded along with the application of the applicant duly countersigned by the Head of the Office of the surety. :-
7. Whether any Motor Car/Motor Cycle/Scooter advance was taken before, if so, the number and date of sanction and whether the same is liquidated or not with interest ; if so, a certificate thereon :-
8. Monthly deduction from pay in respect of -
  - (a) House Building Advance :-
  - (b) General Provident Fund contribution :-
  - (c) General Provident Fund recovery :-
  - (d) Income Tax :-
  - (e) Professional Tax :-
  - (f) House rent :-
  - (g) Group Insurance Scheme :-
  - (h) Any other deduction from pay :-
9. Particulars of the surety where necessary may be furnished

in this form :-

10. Advance applied for :-

11. Utility of the Motor Car/Motor Cycle :-

12. Name of the Treasury from which the amount will be drawn :-

Date :

Signature of the Applicant :

N.B. To be submitted through the Administrative/Heads of Department of the Applicant.

**ANNEXURE - II**

**FORM OF SURETY**

I Shri \_\_\_\_\_ stand surety for Shri \_\_\_\_\_ for the advance of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) only for purchasing of Motor Car Advance/Cycle Advance/Scooter Advance.

I am holding the substantive post of \_\_\_\_\_ since \_\_\_\_\_ vide confirmation order No. \_\_\_\_\_ dated \_\_\_\_\_. My age to-day the \_\_\_\_\_ is \_\_\_\_\_ as per history of service.

No advance is taken or outstanding against my name to this date. In case of Shri \_\_\_\_\_ fails to repay the Motor Car/Cycle/Scooter Advance, I will repay the Government dues with interest in full on his/her behalf from my monthly salary until the advance along with interest is fully liquidated.

Dated: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Certified that Shri/Smti \_\_\_\_\_ is permanent in this job and as per record particulars regarding pay and recoveries are as follows :-

1. Name of the post where confirmed with pay :-

2. Name of the present post with pay :-

3. Whether any Motor Car/Cycle Advance was taken :-

4. Monthly deduction from pay in respect of -

(a) House Building Advance :-

(b) General Provident Fund contribution :-

- (c) General Provident Fund recovery :-
- (d) Income Tax :-
- (e) Professional Tax :-
- (f) Compulsory Deposit :-
- (g) House Rent :-
- (h) Group Insurance Scheme :-
- (i) Any other deduction from pay :-

Name and Designation of the Controlling Officer.

2. No. FMP.  
57/37/264, dated  
15/03/99

**Sub :- Penal rate of interest on overdue instalments**

1. Government have decided to enforce a penal rate of compound interest under Rule 370 (b) of Assam Financial Rules on overdue instalments of principal or interest, outstanding against all defaulting officers who have been granted motor car advances at the rate of 8% per annum. The Accountant General, Assam is requested to instruct Treasury and Sub-Treasury officers not to encash any pay bill without recovery of instalments due on account of motor car advance. Any omission of recovery should be charged as an irregularity against the Treasury or Sub-Treasury concerned and an immediate retrenchment slip issued for recovery of the instalment in default in addition to regular instalments.

2 All officers who have taken motor car advances may be informed that "any contravention of the rules and orders will render the officer liable to refund the whole amount advanced with the interest due thereon. Wilful failure to comply with the conditions laid down will be treated as a serious misdemeanour in addition to any other penalty to which the officer may be liable (such as immediate recovery of the advance with interest accrued thereon), and may involve an entry in the officer's character roll or other disciplinary measure."

3. No.  
FME13/91/20,  
dated 24/07/91

**Sub :- Liberalisation of Rules of Motor Car Advances to State Government employees.**

1. Consequent upon the revision of pay scales of the State Government employees as per recommendations of the Assam Pay Commission, 1988 and also in view of the rise in price of motor cars and their maintenance costs during the last few years, it has become necessary and expedient to revise the entitlement ceilings, minimum eligible pay and other procedures governing sanction of motor car advances to State Government employees including All India Service personnel working under the State Government.

2. After careful consideration of all aspects, the Governor of Assam is pleased to order as follows :-



- (a) The advance for the purchase of a motor car shall be granted to those Government servants whose basic pay is Rs. 3500.00 per month or more. The Government in the Finance Department shall be competent to relax this condition in deserving cases.
- (b) The total amount of advance which may be granted to a Government servant for the purchase of a motor car for the first occasion shall not exceed Rs. 80,000/- (Rupees Eighty Thousand) or sixteen months' basic pay of the Government servant or the anticipated price of the car to be purchased by the Government servant, whichever is the least. If the actual price of the motor car purchased by the Government servant is less than the amount of advance, then he shall refund the balance to Government forthwith.
- (c) The quantum of advance that may be granted on the second or subsequent occasions for the purchase of motor car shall not exceed Rs. 75,000/- (Rupees Seventy Five Thousand) or sixteen months' basic pay of the Government servant or the anticipated price of the motor car to be purchased, whichever is the least.

Such second or subsequent advances for the purchase of a motor car will be admissible only after four years, reckoned from the date of drawal of the last advance, have elapsed.

**Note :-** Where a Government servant desires to keep two vehicles of different types, i.e., motor car and a motor cycle/scooter and has purchased one type of vehicle with the advance drawn from the Government and wants to have advance for purchasing a different type of vehicle, he may be sanctioned the same without being required to sell the previous vehicle, provided he repays the outstanding amount of advance with interest before drawing the fresh advance. An advance given in such a case will be treated as a second advance.

- (d) The amount of advance granted to a Government servant for the purchase of motor car shall be recovered from his pay in such number of equal monthly instalments as he may elect not exceeding 200 (Two Hundred) provided, always that the advance with interest is recovered in full before the retirement of the Government servant. The Government servant may at his opinion repay more than one instalment in a month.
- (e) Total of all deductions/contributions including the deduction for the proposed motor car advance should not exceed 50% of the basic pay of the Government employee.
- (f) Recovery of interest shall continue at the same rate immediately after liquidation of the principal amount without any break.
- (g) The advance will carry interest at the rate as may be fixed by the Government from time to time.

3. This O.M. will come into force with immediate effect.

4. This supersedes this department O.M. Nos. FM.86/73/124 dated 22/06/87 and No. FM.115/83/161 dated 17/04/90 and provisions in rule 385 of the Assam Financial Rules may be treated as modified to the extent indicated above.

2. No. FMP.  
80/61/66, dated  
29/10/62

**Sub :- Officiating pay may be considered as the basis for entitlement of Motor Car Advance.**

Other conditions remaining the same as previously, an advance for purchase of motor car may be considered for sanction on the basis of an officers officiating pay provided he has officiated in the higher post for at least 3 years or when an officer has been promoted to the senior scale from the junior scale in the same service and there is no likelihood of his reversion to the junior grade.

3. No. FMP.  
17/59/22, dated  
27/11/63

**Sub :- Mortgage bond on motor car advance**

Officers availing of motor car/motor cycle advance are to furnish the mortgage bond and other documents required to be furnished under the rules to the Accountant General, Assam. Failure to comply with the terms and conditions laid down for the drawl of the advance will be treated as a serious misdemeanour in addition to any other penalty to which the officer may be liable.

6. No. FMP.  
63/61/83, dated  
28/01/64

**Sub :- Maximum advance admissible for purchase of motor car and execution of the form of agreement.**

The maximum amount for the purchase of motor car is Rs. 12,000 or fifteen months pay of the Government servant or the anticipated price of the motor car whichever is the least. The period of recovery will be 48 monthly instalments.<sup>2</sup>

**Form of agreement to be executed before drawing an advance for the purchase of a motor car/cycle/boat**

An AGREEMENT made on \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called the Borrower which expression shall include his heirs, executors, administrator, legal representatives) of the one part and the GOVERNOR OF ASSAM (hereinafter called the GOVERNOR, which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Assam Financial Rules (hereinafter referred to as the said Rules which expression shall include any amendments thereof for the time being in force) applied to the GOVERNOR for a loan of Rs. \_\_\_\_\_ for the purchase of a motor car/cycle/boat and whereas the GOVERNOR has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the GOVERNOR to the Borrower, the Borrower hereby agrees with the GOVERNOR (1) to pay the GOVERNOR the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided in the said Rules and hereby authorises the GOVERNOR to make such deductions, and (2) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a motor car/cycle/boat or if the actual price paid is less than the loan, to repay the difference to the

<sup>2</sup> This limit and the period of recovery have since been changed and the present position is indicated in the O.M. No.FM. 23/91/20 dated 24/07/91 (see above).

GOVERNOR forthwith and (3) to execute a document hypothecating the said motor car/cycle/boat to the GOVERNOR as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said Rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR CAR/CYCLE/BOAT has not been purchased and hypothecated as aforesaid within one month from the date of the payment of the said sum or if the Borrower within that period becomes insolvent or quits the services of the Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS whereof the BORROWER and \_\_\_\_\_ for and on behalf of the Governor have hereunto set their hands the day and year first before written.

\* Signed by the said

\_\_\_\_\_  
\_\_\_\_\_

in the presence of

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

(Signature and designation of Witnesses)

(Signature and designation of the Borrower)

Signed by (name and designation)

for and on behalf of the Governor of  
Assam in the presence of

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

(Signatures and designation of Witnesses) (Signature and designation of the Officer)

\* Name and designation of the Borrower.

7. No.  
FM.115/83/161,  
dated 17/04/90

**Sub :- Motor Car Advance to All India Service Personnel.**

Governor of Assam is pleased to raise the ceiling of Motor Car Advance to A.I.S. Officers to Rs. 80,000/- or 35 months' basic pay whichever is less from 01/04/90 subject to fulfilment of the terms and condition under Rule 199(1), 199(2), 199(3) and 201 of the General Financial Rules, 1963 as amended vide O.M. No. F. 16(4)-E.II(A)/86 dated 15/08/86.

**4. Advances (House Building).**

1. Extract of para 6  
of FMP.  
77/33/Part II/47  
dated 18/10/55

**Sub :- Items of expenditure covered by the House Building Advance.**

" The advances under the present rules cover such items of expenditure also as premium or the purchase price of the land, preparation of site, construction of guard walls, sanitary fittings, water connection, electric installation, etc., and no request for grant of additional advance beyond the amount admissible under the present rules will be entertained. It should therefore be impressed upon the grantees concerned that they should plan and construct the house accordingly."

2. No. FMP.  
131/34/2, dated  
29/01/55

**Sub :- Admissibility of advances on repairing of houses.**

No house repairing advance should normally be granted, except in case of natural calamities and vis-major, till the original advance has been fully repaid.

3. No. FMP.  
16/58/60, dated  
03/08/61

**Sub :- Quantum of advance should be proportionate to the accommodation actually required for personal residence only.**

The amount of house building/house purchase advance to an officer should be restricted to construction of such accommodation as will be required for personal residence only. Government servants may be required to refund any excess of actual requirement in addition to any other action that may be taken against them.

4. No. FMP.  
58/60/p/13, dated  
07/09/60

**Sub :- Eligibility for advance when both the husband and the wife are Government servants**

In cases where both the husband and the wife are Government servants and eligible for the grant of house building/ purchasing advance under the relevant rules, such advance shall be admissible to only one of them and all applications for grant of house building/house purchasing advance should be accompanied by a declaration from the applicant to the effect that his/her wife/husband who is in Government service (if any) has not obtained such an advance.

5. No. FMP.  
11/33/80, dated  
05/09/61

**Sub :- Admissibility of advance in case of occupation of Government accommodation.**

When an officer is already provided with Government residential accommodation, no request for house building/house purchasing advance should be entertained if such officer intends to remain in occupation of Government residence even after his own house is constructed/purchased at the place where he is serving.

6. No. FMP.  
58/60/255, dated  
20/11/63

**Sub :- General conditions for the grant of house building advances.**

Government have decided that a permanent Government servant, irrespective of whether he is transferable or non-transferable may be granted an advance for building/purchasing a house at any place within Assam irrespective of his place of posting subject to the following conditions.

- (1) Such Government servant purchase/construct only one house within the State.
- (2) That such house should be required for the bona-fide use of the officer or his family.
- (3) That if at any time, the house or a part of it is not required for the use of the officer or his family, he shall make the same available to Government for accommodating another officer of the same status or some Government office at rent fixed as standard rent under the law in force at the time, provided Municipal and other taxes shall be payable by the officer or office occupying the house.
- (4) That an officer would not be entitled to get an advance if he has already taken a house building/purchasing loan from Government or under the Low/Middle Income Group Housing Scheme.
- (5) That the house be fully insured against fire and other calamities and the policy pledged in favour of Government though the value insured may be progressively reduced in proportion of the amount repaid to Government.

7. No. FMP.  
11/53/159, dated  
07/02/64

**Sub :- Restrictions on letting out the house constructed on Government loan.**

Government have decided that whenever an officer who has constructed a house by taking an advance from Government is allotted a Government quarter for his residential purpose, he should not let out his house to any private party without first making an offer to the Government.

8. No. FMP.  
42/56/211, dated  
30/04/64

**Sub :- House building advances to All India Service officers.**

The members of the All India Services borne on the Assam cadre are allowed house building/purchasing advance for building a house at any place of their choice within India subject to other rules and orders applicable to State Government servants in this regard being followed as usual and also subject to the observance of the following procedure.

Where an All India Services Officer decides to construct/purchase the house outside the State, the State within whose jurisdiction the house is constructed/purchased should act as an Agent for the State granting the advance, on reciprocal basis, and

- (i) Examine the correctness of the title deeds
- (ii) Watch the progress of construction, and

- (iii) Enforce the mortgage proceedings in case of default in the observance of conditions on which the advance has been granted.

The cost of verification to the title deeds shall be borne by the members of All India Services seeking such advances.

This order takes effect from 1st April, 1964.

S. No. FMP.  
113/59/9, dated  
01/04/61

**Sub :- Insuring houses constructed on Government loans.**

Houses constructed/purchased at the officers place of posting should also be insured against fire and other calamities as in the case of houses purchased/constructed in any place within the State irrespective of place of posting. Construction of the house should be completed within eighteen months of the date of drawl of the first instalment of the advance and this fact reported to the sanctioning authority. The grantee within one month of the date of purchase of the house, or the completion of its construction or from the date of expiry of 18 months, whichever is earlier, shall insure the house against fire or other natural calamities for a sum not less than the advance received from Government subject to such reduction in subsequent years by the amount repaid and assign the policy to the Governor of Assam. Such policy should be renewed every year until the advance together with interest is fully repaid and the policy and its renewal deposited with the Accountant General through the head of the department concerned. A specimen copy of the Form for making request to the Insurance Company for inserting an additional clause in the Insurance Policy for the safeguard of the Government money is given below.

**FORM**

From

To

(Through the Accountant General, Assam).

Dear Sir,

I am to inform you that the Governor of Assam is interested in the House Insurance Policy No. \_\_\_\_\_ secured in your company and to request that you will kindly insert a clause to the following effect in the policy.

**Form of clause to be inserted in the insurance policy :**

1. It is hereby declared and agreed that Shri \_\_\_\_\_ (the owner of the house hereinafter referred to as insured in the schedule to this policy) has mortgaged the house to the Governor of Assam as security for an advance for the purchase/building of the house and it is further declared and agreed that the Governor is interested in any moneys which but for this endorsement be payable to the said Shri \_\_\_\_\_ (the insured under this policy) in respect of the loss or damage to the said

house (which loss or damage is not made good by the repair, retirement or replacement) and such moneys shall be paid to the Governor as long as he is the mortgagee of the house and his receipt shall be full and final discharge to the company in respect of such loss or damage.

2. Save as by this endorsement expressly agreed nothing herein shall modify or effect the rights or liabilities of the insured or the company respectively under or in connection with this policy or any term, provision or condition thereof.

Yours faithfully,

Place \_\_\_\_\_

Date \_\_\_\_\_

Forwarded. The receipt of the letter may kindly be acknowledged. It is also requested that the undersigned may kindly be informed whenever any claim is paid under the policy and also if the premium is not paid periodically for renewal.

Place \_\_\_\_\_

Date \_\_\_\_\_

Accountant General, Assam.

10. No. FMP.  
4/87/Pt./76, dated  
23/09/87

**Sub :- Insurance of houses/flats constructed or accrued with the help of house building advance.**

In forwarding herewith a copy of Government of India, Ministry of Urban Development, New Delhi's letter No.1/17015/12/85-H.III, dated 06/02/87 on the above subject, I am directed to Impress upon you once again to see that all houses/flats constructed or acquired by both Central Government employees and the State Government employees with the help of House Building Advance are properly insured against fire, flood and lightning by the beneficiaries just after the house is completed or acquired. Further, administrative department/ Heads of Department are also requested to obtain certificate annually in the month of July before disbursement of pay for the month of June from each and every house building advance receipt Government servant to the effect that insurance of house/flat has been done or renewed. Any lapses on the part of beneficiary to insure house/flat will invite disciplinary action.

**5. Advances (House building) - Items of deductions to be taken into account / while sanctioning the advance.**

1. No. FMP.  
11.58/10, dated  
19/06/58

**Sub :- Items of deductions to be taken into account / while sanctioning the advance.**

In inviting a reference to your letter No. HA/Loan/2-8/55-56/Pt.I/45, dated 16/05/58 on the subject indicated above I am directed to say that it is also our intention that all current deductions viz. for General provident Fund, Postal Life Insurance, Income Tax, House Rent, Rehabilitation

Advance, Motor Car Advances or House Building Advances etc. should be taken into consideration in sanctioning such advances.

2. No. FMP.  
9/77/14, dated  
24/06/77

**Sub :- Recovery on account of house rent should not be taken into account in sanctioning the house building advances.**

In partial modification of this Department's letter No. FMP. 11/58/10, dated 19/06/58, I am directed to say that after careful consideration Government have decided that the deduction on account of house rent in respect of State Government servants should not taken in to account in sanctioning the House Building advances.

3. No. FMP.  
55/83/3, dated  
30/09/83

**Sub :- Irregularities in the matter of effecting recovery of house building advances.<sup>4</sup>**

It has been reported by Accountant General, Assam, Shillong that in a good number of cases recoveries of house building advance granted to Government servants have been very irregular and in some cases the same have not at all been made from the Government servant during the service period as a result of which a considerable amount has remained outstanding against them even on the date of their retirement. You are aware that sanction of House Building Advance to the Govt. servants are issued indicating clearly therein the number of instalments for recovery. If the recoveries are effected regularly, there can be no question of any outstanding against such Government servant on the date of their retirement.

2. Effecting recovery of the H. B. Advance in regular instalments is an obligatory condition of the sanction. Any violation of it either by the self-drawing officer themselves or the controlling officers in respect of non-gazetted employees under them is a serious lapse and it is appropriate that the officers at fault are brought to book by taking up departmental proceeding against them.

3. I, therefore, request you kindly to look into the matter personally and to obtain information from your Department itself as also from your subordinate offices and intimate the position particularly the list of officers/employees who have failed to deduct House Building Advance regularly to Finance Department within one month from the date of receipt of this letter.

4. The above instructions will be equally applicable in cases of the advances for Motor Car, Motor Cycle, Bicycle, Festival etc.

5. Receipt of this letter may kindly be acknowledged.

4. No.  
FMP(UO).184/87/  
1, dated 02/04/87

**Sub :- Recovery of interest on house building advance/motor car advance etc.<sup>5</sup>**

With reference to the subject, I am directed to say that it has come to the notice of the Government that recovery of interest on House Building Advance/Motor Car

<sup>3</sup> See page 1.

<sup>4</sup> See page 1.

<sup>5</sup> See page 1 and the preceeding O.M.



Advance etc. is kept in abeyance by the Drawing and Disbursing Officers after liquidation of the principal amount for want of calculation of interest by Accountant General, Assam. This is contrary to the provision of Rules 382 (V) and 385 (4) of the Assam Financial Rules and also causes unnecessary delay in settlement of the pension cases of the retired Government servants.

It is, therefore, impressed upon all the loan sanctioning authorities/Drawing and Disbursing officers to commence recovery of interest on House Building Advance/Motor Car Advance etc. in accordance with the provision of the aforesaid Rules i.e. from the month following that in which the whole of the principal amount has been repaid. As regards calculation of interest the sanctioning Authorities/Drawing and Disbursing officers are to take immediate action for calculation of interest on House Building Advance/Motor Car Advance as per guidelines issued by A.G., vide his letter No. LN-1/1-2/84-85/495 dated December, 1986 (copy enclosed for ready reference.)

All Heads of Departments are requested to issue necessary instructions to the Subordinate Officers under their respective control to take necessary action accordingly, so that realisation of interest on House Building Advance/Motor Car Advance is made regularly as per provision of the Rules.

This may kindly be treated as most important

#### ANNEXURE - I

##### Rate of interest payable in respect of house building advance, motor car advance and motor cycle/scooter advance drawn during the years from 1964-65 to 1985-86.

House Building Advance		Motor Car Advance		Motor Cycle/Scooter Advance		Remarks
Year	Rate of interest	Year	Rate of interest	Year	Rate of interest	
1964-71	5%	1964-71	5%	1964-71	5%	In the process of recovery, the portion of the loan carrying the higher rate of interest will be treated as has been refunded first.
1971-74	5 1/2%	1971-74	5 1/2%	1971-74	5 1/2%	
1974-78	6 1/2%	1974-75	6%	1974-75	6%	
1978-82	6 1/2% upto Rs. 25000/ 8% above Rs. 25000/ upto Rs. 50000 8 1/2 % above Rs. 50000/-	1975-78	6 1/2%	1975-79	6 1/2%	
		1978-82	8%	1979-82	6%	
		1982-84	9%	1982-84	7 1/2%	
		1984-86	10 %	1984-86	10 %	

1982-84	7% upto Rs. 25000/- 8 1/2 % above Rs. 25000/- upto Rs. 50000/- 10 1/2% above Rs. 50000/- upto Rs. 1,00,000					
1984-86	9 1/2 % upto Rs. 25000/- 11% above Rs. 25000/- upto Rs. 50000/- 13% above Rs. 50000/- upto Rs. 75000/- 14 1/2 % above Rs. 75000/-					

No. LN-1/I-2/84-85/495,

dated Shillong, the December, 1986.

**Sub :- Recovery of interest on House Building Advance/Motor car Advance etc.**

According to provision of Rules 382 (v) and 385(4) recovery of interest on House Building Advance/Motor Car Advance shall commence from the month following that in which the whole of the principal has been repaid and deduction shall continue to be made until information as to the total amount due is obtained from this office. The recovery should be made in one or more instalments, each such instalment being not appreciably greater than the instalment by which the principal was recovered. Any amount paid short or in excess is to be adjusted afterwards. But it has been observed that recovery of interest on House Building Advance/Motor Car Advance is kept in abeyance after liquidation of principal amount of advances of the loanees in almost all the cases for want of calculation of the amount of interest payable. This is not only contrary to the provision of the rules but also causes difficulties to the loanees in getting clearance certificate in respect of the loan for conveyances of the properties mortgaged. This also results in delay in settlement of pension cases of retired Government servants in many cases. In order to avoid these difficulties, all loan sanctioning authorities are requested to impress upon all the Heads of Offices disbursing the loan to commence recovery of interest in accordance with the provision of the rules, mentioned above, as soon as the principal amount is liquidated on the basis of provisional calculation of interest without waiting for confirmation from this end.

A specimen example of calculation of interest is shown in the Annexure-II (attached) for guidance of all concerned.

However, correctness of the amount of interest to be recovered may be got confirmed from this end after the principal amount of loan is liquidated.

The prescribed rate of interest payable on advance viz. H. B. Advance/M. C. Advance etc. from 1964 onwards is also shown in the Annexure I (attached) for facility of reference.

All the Departments of the Government and all Head of Departments are requested to bring the contents of this Memorandum to the notice of all Heads of officers, Drawing and Disbursing Officers and others in order to ensure realisation of interest in respect of interest bearing advances in accordance with the provisions of Rules mentioned above.

#### ANNEXURE - II

##### A specimen example of calculation of interest.

Total advance of Rs. 37000/- drawn in 3 (three) instalments, viz. first instalment of Rs. 12000/- in 3/79, 2nd instalment of Rs. 10000/- in 3/81 and last instalment of Rs. 15000/- in 3/82. Rate of interest 6 1/2% upto Rs. 25000/- and 8% above Rs. 25000/-.

Year	Amount of Advance drawn	Rate of recovery	Opening Balance	Months		Continued next sheet.	
				April	May	June	July
1979-80	Rs. 12000/- (1st advance in 3/79)	Rs. 500/-	Rs. 12000/-	500/- 11500/-	500/- 11000/-	500/- 10500/-	500/- 10000/-
1980-81			6000/- 105000/-	500/- 5500/-	500/- 5000/-	500/- 4500/-	500/- 4000/-
1981-82	Rs. 10000/- (2nd advance drawn in 3/81)	Rs. 500/-	Rs. 10000/-	500/- 9500/-	500/- 9000/-	500/- 8500/-	500/- 8000/-
1982-83	Rs. 15000/- (3rd advance drawn in 3/82)		Rs. 4000/- + 15000/- Rs. 19000/- Rs. 81000/-	500/- 18500/-	500/- 18000/-	500/- 17500/-	500/- 17000/-
1983-84			13000/- 2,70,000/-	500/- 12500/-	500/- 12000/-	500/- 11500/-	500/- 11000/-
1984-85			7000/- 3,87,000/-	500/- 6500/-	500/- 6000/-	500/- 5500/-	500/- 5000/-
1985-86			1000/- 4,32,000/-	500/- 500/-	500/- -Nil-		

**Notes :-** The interest calculation has been made in accordance with the instruction contained in Government of Assam, Finance Department letter No. BW/12/80/92/A dated 25/09/82

I. Interest on the advances will be calculated in two phases i.e. interest @  $6\frac{1}{2}\%$  upto Rs. 25000/- and @ 8% on the amount above Rs. 25000/- and the interest on the portion of loan carrying higher rate will be calculated first. In the instant case interest will be calculated as follows :-

- (i) Interest @ 8% on 12000/- and
- (ii) Interest @  $6\frac{1}{2}\%$  on Rs. 25000/-

I. Interest on Rs. 12000/- @ 8% - Interest for one month will be calculated on the C.O.B. of progressive figure at the end of 1981-82 ( i.e. after repayment of Rs. 12000/-) of 1,38,000/-. If we divide 1,38,000/- by 3 we get interest @ 4% (1,38,000/- divided by 3 = 46,000/-) and if we multiply the result by 2 (46000 x 2 = 92,000 p) we get the interest @ 8% i.e. Rs. 920.00.

II. Interest on Rs. 25000/- @  $6\frac{1}{2}\%$  - Interest for one month on the C.B. of progressive figure (last cal. of 85-86) of 432500. If 432500 is divided by 2 we get interest @  $6\frac{1}{2}\%$  ( i.e. 432500 divided by 2 = 2162.50) again if we divide the result by 12 we get interest  $1\frac{1}{2}\%$  (i.e. 2162.50 divided by 12 = 180.21) so interest @  $6\frac{1}{2}\%$  is 2162.50 + 180.21 = 2342.71 or Rs. 2342.71.

Thus total interest payable is Rs. 920.00 plus Rs. 2342.71 = Rs. 3262.71 rounded to Rs. 3262.70.

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Total recovery in the year	Progressive figure during the year	Closing balance of principal	C.B. of progressive figure
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-		10500		10500
9500/-	9000/-	8500/-	8000/-	7500/-	7000/-	6500/-	6000/-	6000/-		6000/-	
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-			138000
3500/-	3000/-	2500/-	2000/-	1500/-	1000/-	500/-	-Nil-		33000/-		Total Progressive
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		4000/-	
7500/-	7000/-	6500/-	6000/-	5500/-	5000/-	4500/-	4000/-		81000/-		31000/-
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		13000	
16500	16000	15500	15000	14500	14000	13500	13000		189000		270000
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		7000	
10500	10000	9500/-	9000/-	8500/-	8000/-	7500/-	7000/-		117000		387000
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		1000/-	
4500/-	4000/-	3500/-	3000/-	2500/-	2000/-	1500/-	1000/-		45000/-		432000

However, correctness of the amount of interest to be recovered may be got confirmed from this end after the principal amount of loan is liquidated.

The prescribed rate of interest payable on advance viz. H. B. Advance/M. C. Advance etc. from 1964 onwards is also shown in the Annexure I (attached) for facility of reference.

All the Departments of the Government and all Head of Departments are requested to bring the contents of this Memorandum to the notice of all Heads of officers, Drawing and Disbursing Officers and others in order to ensure realisation of interest in respect of interest bearing advances in accordance with the provisions of Rules mentioned above.

#### ANNEXURE - II

##### A specimen example of calculation of interest.

Total advance of Rs. 37000/- drawn in 3 (three) instalments, viz. first instalment of Rs. 12000/- in 3/79, 2nd instalment of Rs. 10000/- in 3/81 and last instalment of Rs. 15000/- in 3/82. Rate of interest 6 1/2% upto Rs. 25000/- and 8% above Rs. 25000/-.

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1981-82	Rs. 10000/- (2nd advance drawn in 3/81)	Rs. 500/-	Rs. 10000/-	500/- 9500/-	500/- 9000/-	500/- 8500/-	500/- 8000/-
1982-83	Rs. 15000/- (3rd advance drawn in 3/82)		Rs. 4000/- + 15000/- Rs. 19000/- Rs. 81000/-	500/- 18500/-	500/- 18000/-	500/- 17500/-	500/- 17000/-
1983-84			13000/- 2,70,000/-	500/- 12500/-	500/- 12000/-	500/- 11500/-	500/- 11000/-
1984-85			7000/- 3,87,000/-	500/- 6500/-	500/- 6000/-	500/- 5500/-	500/- 5000/-
1985-86			1000/- 4,32,000/-	500/- 500/-	500/- -Nil-		

**Notes :-** The interest calculation has been made in accordance with the instruction contained in Government of Assam, Finance Department letter No. BW/12/80/92/A dated 25/09/82

I. Interest on the advances will be calculated in two phases i.e. interest @  $6\frac{1}{2}\%$  upto Rs. 25000/- and @ 8% on the amount above Rs. 25000/- and the interest on the portion of loan carrying higher rate will be calculated first. In the instant case interest will be calculated as follows :-

- (i) Interest @ 8% on 12000/- and
- (ii) Interest @  $6\frac{1}{2}\%$  on Rs. 25000/-

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II. Interest on Rs. 25000/- @  $6\frac{1}{2}\%$  - Interest for one month on the C.B. of progressive figure (last cal. of 85-86) of 432500. If 432500 is divided by 2 we get interest @  $6\frac{1}{2}\%$  (i.e. 432500 divided by 2 = 2162.50) again if we divide the result by 12 we get interest  $1\frac{1}{2}\%$  (i.e. 2162.50 divided by 12 = 180.21) so interest @  $6\frac{1}{2}\%$  is 2162.50 + 180.21 = 2342.71 or Rs. 2342.71.

Thus total interest payable is Rs. 920.00 plus Rs. 2342.71 = Rs. 3262.71 rounded to Rs. 3262.70.

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Total recovery in the year	Progressive figure during the year	Closing balance of principal	C.B. of progressive figure
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-		105000		105000
9500/-	9000/-	8500/-	8000/-	7500/-	7000/-	6500/-	6000/-	6000/-		6000/-	
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-			138000
3500/-	3000/-	2500/-	2000/-	1500/-	1000/-	500/-	-Nil-		33000/-		Total Progressive
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		4000/-	
7500/-	7000/-	6500/-	6000/-	5500/-	5000/-	4500/-	4000/-		81000/-		81000/-
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		13000	
16500	16000	15500	15000	14500	14000	13500	13000		189000		270000
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		7000	
10500	10000	9500/-	9000/-	8500/-	8000/-	7500/-	7000/-		117000		387000
500/-	500/-	500/-	500/-	500/-	500/-	500/-	500/-	6000/-		1000/-	
4500/-	4000/-	3500/-	3000/-	2500/-	2000/-	1500/-	1000/-		45000/-		432000

	1000/-	500/-	432500
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3. O. M. No. FMP.  
4/87/p/110, dated  
02/12/87

**Sub :- Delegation of power in respect of acceptance of collateral sureties.**

The matter relating to the mode of processing the collateral sureties furnished by the temporary Government Servants in connection with their applications for House Building Advance for obtaining approval from Finance Department has been under consideration of the Government for sometime past.

After careful consideration of all aspects and with a view to devolve greater powers to the Administrative Departments and also to help the employees in obtaining their advance with the least possible delay, the Governor of Assam is pleased to delegate the power of accepting the collateral sureties hitherto exercised by the Finance Departments as per provision under A. F. R. 378 to the sanctioning authorities or the Head of Department whichever is the higher authority.

This will come into force with effect from 01/04/88.

Formal amendment of A. F. R. 378 will follow.

6. O. M. No. FMP.  
21/87/38, dated  
18/01/89

**Sub :- Creation of Second charge on property already mortgaged to Government against House Building Advance.**

The question whether the State Government employees and All India Service Personnel working in the State who are granted House Building Advance should be permitted to create a second charge on the property to enable them to obtain an additional loan from some recognised financial institution has been under consideration in this Department.

2. This question has been examined in consultation with the Judicial Department and it has now been decided that the State Government employees and All India Service Personnel working in this state who have obtained House Building Advance from the Government may be permitted to create a second charge on the property provided they obtain prior permission of the Head of the Department in case of non-gazetted staff, Administrative Department in the case of gazetted officers, Personnel Department in the case of A.C.S. officers and Finance Department in the case of All India Service Officers, and the draft deed of the second mortgage is submitted to the said authorities for scrutiny. Such a second charge may be created only in respect of loans to be granted for meeting the balance cost of houses/flats by recognised financial institution such as the following :-

1. Banking institutions including Co-operative Banks.
2. Financial Corporations set up by the State Governments which provide loans for house construction.

3. Apex Co-operative Housing Finance Institutions such as Delhi Co-operative Housing Finance Society.
4. Public companies formed and registered in Assam in the case of State Government employees and in India in the case of All India Service Personnel with the main object of carrying on the business of providing long term finance for constructing or purchase of houses for residential purposes, like the Housing Development & Finance Corporation Limited.
3. It would be for the Government employees to ascertain the willingness of the financial institution concerned to accept the second charge before applying for permission to their authorities. In all cases, the expenditure on registration of the Mortgage Deed etc. shall be born by the Government servants themselves.

7. O. M. No. FMP.  
21/87/76, dated  
09/11/89

**Sub :- Creation of second mortgage by deposition the original title deed with the financial institutions as security against loans.**

Government allowed the State Government employees and All India Service personnel working in this State to obtain Housing Loans from certain financial institutions by creating a second charge on the property already mortgaged to the State Government against their House Building Advance. However the loanee concerned had to obtain specific permission from the Head of Department/Administrative Department/Finance Department and the draft deed of the second charge had also to be approved by these authorities.

2. It has now come to the notice of Government that some financial institutions are prepared to advance loans to the Government servant on creation of the second charge in their favour only in the shape of "Equitable Mortgage" viz. by deposit of the title deeds with the institutions as security.
3. The matter has been examined in the light of Government of India's decision in this regard and after careful consideration of all aspects the Governor of Assam is pleased to decide, in partial modification of the earlier instruction, as follows :-

- (a) Since the State Government sanction House Building Advance to their employees on the basis of mortgage deed in the prescribed form duly registered in the concerned Registration office and do not accept the original title deeds from the loanees as security towards the loan, the intending employee may be allowed to create second mortgage on the property in the shape of equitable mortgage by deposit of the original title deeds directly to the financial institutions as security against their loan. The said documents of title shall be held and retained by the financial institutions concerned only as a second mortgage subject and subordinate to the rights of the State Government first mortgagee. The State Government shall not bear any responsibility for accepting the title deeds and transferring the same to the financial institutions nor will it have any involvement in respect of recovery of the loan so granted by the financial institutions.
- (b) Administrative Departments/Heads of Department/Deputy Commissioners/District and Sessions Judges/Finance Department or any other authorities which are normally competent to sanction



House Building Advance to the employee concerned may permit such employees to obtain loans from recognised financial institutions by depositing the title deed as second charge. Such authorities may also permit the employee to assign the accumulated amount and interest in the state Government Employees Group Insurance Scheme to the financial institutions as security against housing loan to be obtained by them.

8. O. M. No. FMP.  
21/87/143, dated  
22/04/94

**Sub :- Sanction of Housing Loan to State Government employees by Housing Development Finance Corporation (HDFC) Ltd.**

The Housing Development Finance Corporation (HDFC) Ltd., is a Government approved leading financial institution for sanction of House Building Advance (Housing Loan) to State Government employees. This institution has, however, represented to Government from time to time about their difficulties in timely recovery of loan so sanctioned by them and requested Government to arrange recovery of the loan sanctioned to the State Government employees at source.

Considering the financial assistance rendered by the H.D.F.C. Ltd. in the matter of construction of houses of their own by the State Government employees, the Governor of Assam, after careful consideration, is pleased to order that henceforth, the D.D.O. (Drawing and Disbursing Officer) will realise the due instalment of House Building Advance (Housing Loan) at source from monthly salaries of the employee under his control to whom House Building Advance (Housing Loan) is sanctioned by the H.D.F.C. Ltd., and will deposit the same on obtaining a receipt from the H.D.F.C. Ltd., subject to the condition that the employee concerned gives an undertaking to this effect with the consent of the concerned D.D.O.

The provision under para 3 (a) (last sentence) of this department O.M. under reference stands modified to the extent aforesaid.

9. O. M. No.  
FMP. 117/79/35  
dated 15/06/91

**Sub :- Liberalisation of rules of house building advance to state Government employees.**

Consequent upon the revision of pay scales of the State Government employees as per recommendation of the Assam pay Commission, 1988 and also in view of rise in prices of construction materials during last few years it has become necessary and expedient to revise the entitlement ceiling and other procedures Governing sanction of House Building Advance to State Government employees.

2. After careful consideration of all aspects, the Governor of Assam is pleased to order as follows :-

- (a) Admissibility of House Building Advance to State Government employees irrespective of Grade and status shall be limited to 50 (fifty) month's basic pay subject to a maximum of Rs. 2.50 lakhs.
- (b) Sanctioned amount shall be released in 3 (three) instalments when land purchase is involved and in 2 (two) instalments when the advance is for construction of a House on an existing plot of land.

- (c) Recovery of the principal amount shall be started from the 4th issue of pay from the date of drawal of the first instalment.
- (d) Recovery of interest shall continue at the same rate immediately after liquidation of the principal amount without any break.
- (e) Advance will be recovered in a maximum of 180 instalments which should however be so fixed that the entire amount of advance with interest could be recovered before the retirement of the employee concerned.
- (f) Total deduction including the deduction for proposed House Building Advance must not exceed 50% of the basic pay.
- (g) This revised ceiling will come into force with effect from 01/04/91. However, a person whose House Building Advance was sanctioned on or after 01/01/89 will also be eligible for the additional amount as per revised ceiling on condition that he should not have drawn the entire sanctioned amount before issue of this O.M.

10. O. M. No.  
FMP. 117/79/58,  
dated 04/04/92

**Sub :- Entitlement of additional House Building Advance under liberalised rules by those Government employees whose original advance was sanctioned on or after 01/01/89.**

1. Government have been receiving a number of representations to revise the condition laid down in para 2 (g) of Office Memorandum No. FMP. 117/79/35 dated 15/06/91 to allow House Building Advance as per liberalised Rules in respect of those past cases also where House Building Advance was sanctioned after 01/01/89 and the entire sanctioned amount was drawn before 15/06/91. After careful consideration, the Governor of Assam is pleased to allow the benefit of the liberalised Rules in such cases also where the original House Building Advance was sanctioned on or after 01/01/89 and the entire sanctioned amount was drawn on or before 15/06/91, subject to the following conditions :-

- (a) The additional amount of House Building Advance thus calculated shall not exceed 50% of the House Building Advance previously sanctioned.
  - (b) Only those employees will be eligible for the enhanced amount of advance who apply for the additional amount to the respective sanctioning authority within 31/12/92. Applications for additional amount received after this date will not be entertained.
2. In no circumstances, the cases where original House Building Advance was sanctioned prior to 01/01/89, will the above relaxation be applicable.

11. O. M. No.  
FMP. 12/87/163,  
dated 10/02/94

**Sub :- Clarification regarding House Building Advance at revised rate.**

In terms of Finance Department Office Memorandum Nos. FMP. 117/79/35 dated 15/06/91 and No. FMP. 117/79/58 dated 04/04/92 House Building Advance at revised rate is admissible with effect from 01/04/91. However, the same facilities have also been extended only in respect of those

cases where original sanction for the House Building Advance as per pre-revised scale have been issued after 01/01/89. But, of late, it has come to the notice of Government that many of the Sanctioning Authorities have been issuing sanctions for additional House Building Advance at revised rate in respect of those cases where original sanctions were issued prior to 01/01/89. This is a gross irregularity and this amounts to flouting of Government instructions.

It is, therefore, impressed upon all Sanctioning Authorities that, no sanctions for additional House Building Advance at revised rate should be issued in respect of those cases where original sanctions for House Building Advance were issued prior to 01/01/89. All the Treasury officers are requested not to pass, repeat not to pass, any such irregular bill for House Building Advance where sanction have been issued in violation of Government instructions mentioned above.

In this connection, it may be mentioned that as per Rule-382-IV of the Assam Financial Rules, not more than one advance is admissible for the same house. Government, however, issued the above mentioned instructions for payment of House Building Advance at revised rate, considering the escalating cost of land and building materials. As such, any violation of the above instructions, if reported to Government will be viewed seriously.

It is further clarified that, there is, however, a provision of Second House Building Advance in the Assam Financial Rules, provided the conditions prescribed under Notes 2 & 3 below Rule 382-IV are fulfilled with full satisfaction of the Sanctioning Authorities on receipt of documentary proof issued by competent authorities in support of the claim for the second House Building Advance. Similarly, house repairing advance is admissible as per Rule 384 of the Assam Financial Rules, provided the conditions prescribed in this rule and also in Finance Department O. M. No. FMP. 151/54/2 dated 29/01/55 are fulfilled with full satisfaction of the Sanctioning Authorities on receipt of documentary proof issued by the competent authorities in support of the claim for house repairing advance.

#### 6. Advances (Festival).

I. No. BS.  
101/55/36, dated  
06/10/56

**Sub :- General conditions for the grant of festival advances.**

An advance of pay may be sanctioned on the eve of important festivals to non-gazetted State Government servants in receipt of basic pay not exceeding [Rs. 375/-] 1 p.m. subject to the following terms and conditions.

- (1) The amount of advance is [Rs. 75/- (Rupees seventy five) only] 2 or one month's basic pay as defined under F.R. 9(21)(a) whichever is less.
- (2) The advance must be drawn before the festival concerned. It is admissible only to those on duty or on leave on average pay or earned leave in full pay, at the time the advance is drawn.
- (3) The advance is recovered in not more than 4 equal monthly instalments, the first recovery commencing with the next pay bill. The amount of each instalment should be rounded off to the nearest rupee and balance being recovered in the last instalment.

- (4) The advance is admissible only in one occasion in a calendar year. The occasion should be fixed by the sanctioning authority concerned after taking into consideration the importance attached locally to such festivals.

The advance shall be drawn for each member of an establishment who is eligible to get advance on his application duly approved.

- (5) Before these advances are sanctioned to temporary staff, sureties from permanent Government servants or any other form of security considered adequate by the sanctioning authority should be obtained. The authorities competent to sanction these advances may at their discretion allow such advances to the temporary personnel on production of a certificate from such authorities that the Government servant is not likely to be discharged before the recovery of the advance.
- (6) The authority competent to sanction this advance will be the officer who draws and disburses pay of person eligible to get the advance.
- (7) These advances will be debitable to "Deposits and Advances- Advances not bearing interest- Departmental advance-Civil advances-Objection book advance".
- (8) These orders will remain in force till [31st December, 1965] unless amended earlier.

[ ] 1,2 Modified as per Government letter No. BB(1).1/61/107, dated 11/10/63

[ ] 3, Modified as per Government letter No. BB(1).1/61/135, dated 06/07/65

2. No.  
FM.109/86/41,  
dated 03/01/87

**Sub :- Festival advance to Government servants - classification of transaction relating to.**

At present Festival advance to Government servants is classified in the Accounts under major head "766-Loans to Government servants etc." Festival Advance is in the nature of a short term advance, repayable in 4 monthly instalments and the process of payment and repayment of these advances continue throughout the year covering a very large number of employees. The resultant work of maintenance and reconciliation of broadsheets involve considerable time and labour and delays the finalisation of accounts.

2. With a view to simplifying the procedure, it has been decided, on the advice of Comptroller & Auditor General of India and Accountant General, Assam that Festival Advance granted to Government servants (which are not subject to any conditions of utilisation and related to pay ceiling only) shall be classified in the Accounts under the detailed head "Salaries" to which their pay and allowances are ordinarily debited. The Drawing and Disbursing Officers will watch recovery of the festival advances through pay Bill Register and where no pay Bill Registers are maintained separate Register in suitable form will be maintained for amount paid and recoveries made on account of festival advance. Such pay Bill register/separate Register should be preserved carefully for audit by local Audit parties of A.G. Further the recoveries of the advances irrespective of the year in which these are effected should be

minus debited to the same expenditure head (Salaries), so as to avoid inflation in the Budget. Accordingly provision in the Budget for the purpose should be made on a net basis that is, not of recoveries to be affected in that year.

3. This re-classification will come into effect from 01/04/1987.

4. The expenditure on this account during the financial year 1986-87 (upto 31/02/87) shall continue to be made from for the provision under the head of Account "766-Loans to Government servants etc."

5. In the accounts the balance on account of Festival Advance remaining outstanding under major head "766-Loans to Government servants etc." at the end of 1986-87 may be dropped proforma without financial adjustment. The recoveries to be effected in 1987-88 of the advances remaining outstanding at the end of March 1987 may be adjusted in the same manner as indicated in para 2 above and such recoveries should be taken into account while making the provision for advances under the head "Salaries" on a net basis.

3. No. BB. 1/61/6,  
dated 17/05/61

**Sub :- Independence day and Republic day are to be treated as festival occasions for the purpose of granting festival advances.**

The Independence Day and Republic Day will also be treated as festival occasions for the purpose of granting the festival advance to the State Government employees, subject to other conditions

4. No.  
BB(D).1/61/87,  
dated 13/02/63

**Sub :- A certificate of non-drawal of festival advance to be furnished by the Government servant who is transferred to a new office.**

Eligible Government servant applying for the advance on transfer to a new establishment should furnish in his application for the advance, a certificate to the effect that he had not drawn the advance applied for, prior to his transfer, within the period stipulated for the grant of the advance, such certificate being checked, if necessary.

5. No.  
S(A).157/59/40,  
dated 02/01/64

**Sub :- Surety from a permanent Government servant is necessary for those who have not rendered 3 years of continuous service.**

Temporary employees who have not rendered at least three years' continuous service shall have to furnish surety from permanent Government servants along with their applications. No application will be considered unless the following information is furnished in the tabular form given below (Annexure).

#### ANNEXURE

- (1) Name in full and designation.
- (2) Name of the department in which serving.
- (3) Whether any other festival advance availed during the calendar year

(4) Present pay drawn.

N.B. - No festival advance is admissible to those whose previous years' advance is not fully liquidated.

6. No. FM.63/90/1,  
dated 03/02/91

**Sub :- Ceiling of basic pay for entitlement of festival advance.**

In partial modification of this Department letter quoted above, I am directed to say that all Non-Gazetted State Government employees drawing basic pay of Rs. 2500/- or below per month in the revised scale of pay 1990 shall be eligible for festival advance.

The other terms and conditions governing the grant of the advance will continue to remain the same as laid down in Finance Department letter under reference above.

The order will take effect from the date of issue of this letter.

7. No. FM.22/91/3,  
dated 13/03/91

**Sub :- Raising of the quantum of festival advance from Rs. 300/- to Rs. 400/-.**

I am directed to say that the Governor of Assam is pleased to raise the quantum of festival advance from Rs. 300/- to Rs. 400/-. The advance will be recovered in 4 instalments @ Rs. 100/- p.m. All other conditions as laid down in this Department letter Nos.(1) FM.1/87/90 dated 31/12/87 and (2) FM.63/90/1 dated 05/02/91 will remain unchanged.

This will come into force with effect from the date of issue of this order.

## 7. Advances (Bicycle).

1. No. FMP.  
119/39/14, dated  
29/04/60

**Sub :- Period of recovery prescribed for bicycle advance**

Government have decided that the period of recovery of advance for the purchase of bicycles will be upto a maximum of twenty four monthly instalments.

2. No. FMP.  
34/61/4, dated  
13/01/63

**Sub :- Bicycle advance should not ordinarily be allowed within three years of the previous advance.**

An advance for the purchase of a bicycle should not ordinarily be granted within three years of a previous advance, unless satisfactory evidence is produced by the Government servant concerned to the effect that the bicycle purchased with the help of the earlier advance, has been lost or has become unserviceable. A Government servant applying for a bicycle advance on transfer to a new establishment should furnish in his application for the advance a certificate to the effect that he had not drawn the advance applied for prior to his transfer, within the period stipulated for the grant of advance. Such certificate may be test-checked, if necessary.

3. No. FM.21/91/1,  
dated 24/06/91

**Sub :- Enhancement of the rate of bicycle advance from Rs. 580/- to Rs. 900/-**

In partial modification of Rule 287(2) of the A.F.R. and in supersession of this department letter No. FM.34/85/6, dated 30/07/85, I am directed to say that the Governor of Assam is pleased to raise the maximum amount of Bicycle advance from Rs. 580/- (Rupees five hundred and eighty) only to Rs. 900/- (Rupees nine hundred) only or the actual price of the Bicycle whichever is less. The advance is recoverable in 30 (thirty) equal monthly instalments.

This will take effect from the date of issue of this order and will be in force until further orders.

## 8. Accounts.

1. No. BB.62/33/3,  
dated 07/04/33

### Sub :- Procedure for verification of departmental accounts.

The controlling officers should send their accounts assistants with their departmental register to the Audit office on the specialised dates fixed by the Accountant General. The figures should be compared with those of the Accounts office and any discrepancy discovered in the course of the comparison should be noted in a statement, which should exhibit separately the mistakes and omissions on the part of the departmental officers and those of the Accounts office. A copy of the statement so prepared will be given to the assistants of the departmental officers, endorsed by a gazetted officer of the Audit Department to the effect that the mistakes on the part of the departmental officers may be corrected on the authority of this statement. The controlling officers will correct their statements and registers and direct the disbursing officers concerned to make necessary correction in their accounts. The fact of such corrections should be intimated to the Accounts office within a fortnight of the receipt of the statement endorsed by the Audit officers.

2. No.  
BB(1).66/61/26,  
dated 22/01/62

### Sub :- Instructions regarding verification of departmental accounts.

In connection with the verification of departmental accounts with A.G.'s records, the following instructions are issued in collaboration with A.G. Assam :

- (1) The departmental assistants, on their arrival at A.G.'s office should first report to the Branch Officer concerned.
- (2) The departmental assistants should take with them all the returns received from the disbursing officers (forms "A" and "B") together with statements in form "D". In this connection, para 145(a) of the Budget Manual may also be referred to.
- (3) The departmental assistants should be equipped with voucher wise details for analysis of discrepancies, if any between the two sets of figures.
- (4) Form "D" should be duly authenticated by the departmental authority.
- (5) The departmental assistants should bring to the notice of the Branch Officer concerned any difficulty they may experience in the matter of verification of figures.

3. No.  
BB(D).166/62/121,  
dated 24/06/63

The departmental assistants while attending Accountant General's office for verification and reconciliation of departmental figures should be equipped with necessary diaries in the form enclosed together with all other materials required for the purpose. Such diaries should invariably be maintained by all concerned henceforth.

**Form for the diary to be maintained by the Departments.**

Date of Attendance in A.G's. office	Hour of Arrival in A.G's. office	Description of work done	Hour of departure from A. G's. office	Reasons if the verification and Reconciliation work not attended to	Reasons if the work incomplete	Initial of A.G's. Staff	Initial of Sectional Superintendent A.G's. office	Initial of Branch officer A.G's. office	Remarks.
1	2	3	4	5	6	7	8	9	10

4. No. BB.60/56/1,  
dated 24/07/56

**Sub :- Verification of departmental figures and monthly liability statements.**

The Public Accounts Committee in its report on the Appropriation Accounts of the Government of Assam for the year 1952-53 and Audit Report, 1954 has observed that the reconciliation of the departmental figures with those booked in the office of the Accountant General, Assam is the only means by which the controlling authorities can accurately estimate the ultimate savings and excesses in the grants placed at their disposal. A large number of cases involving uncovered excesses, unsurrendered savings and irregular re-appropriations have also come to the notice of the Public Accounts Committee. To obviate such irregularities, the Public Accounts Committee has suggested that a monthly liability statement, which should give the position of outstanding liabilities up to the month to which the statement relates, should be obtained by each controlling authority from the disbursing officers under his control.

Controlling authorities are requested to take effective steps to get the departmental figures verified and reconciled regularly every month with those booked in the office of the Accountant General, Assam and to maintain a liability register as recommended by the Public Accounts Committee in which the particulars furnished in the monthly statements should be consolidated.

5. No. BB.60/56/56,  
dated 11/06/57

**Sub :- Verification of departmental figures.**

On the first day of the 3 days assigned to a Department (as per Accountant General's letter No.TM.2/4(6)/49/783-830 dated 18th May, 1953 for verification, the departmental offices will contact Accountant General's office on phone and ascertain whether the relevant records



are available there. If available, the departmental assistant will immediately go to Accountant General's office with necessary and complete records for verification. If, however, the relevant records are not available there on the first day, arrangements will have to be made in Accountant General's office to make them available on the second day of the prescribed dates and the departmental assistants should go on the second day with all materials available with them.

6. No.  
BB(I).76/60/1,  
dated 27/07/60

**Sub :- Verification of receipt figures.**

The verification of receipt-figures is as important as that of the verification of expenditure-figures. The point appears to have been ignored as the different Departments have not been verifying receipt-figures with the Accountant General's records though expenditure accounts are being verified.

Adequate steps should be taken to get the Receipt-figures as well verified and reconciled with the books of the Accountant General, Assam in the prescribed manner and to submit monthly verification certificates to the respective branches of the Finance Department as in the case of verification of expenditure-figures.

The Receipt Budgets for 1961-62 and onwards (to be submitted to the Department) should invariably be accompanied by a certificate stating that the last 12 months' actuals shown therein are figures duly verified and reconciled with those maintained in the books of the Accountant General, Assam.

7. No.  
BB(I).76/60/36,  
dated 31/10/60

**Sub :- Verification and reconciliation of receipt figures.**

In continuation of this Department letter No. BB(I)76/60/1 dated 27/07/60, the procedure as laid down under Rule 117 of the Assam Financial Rules and Chapter XV of the Budget Manual of the Government of Assam-Volume 1-Third Edition is to be strictly followed for the purpose of verification and reconciliation of receipt-figures. The Accountant General, Assam has kindly consented to render all possible help in the matter.

8. No.  
BB(I).66/61/15,  
dated 31/10/61

**Sub :- Verification of departmental figures with the records of the A.G.**

1. The instruction contained in the Department Memo No. BB(I) 66/61/1 dated 31/05/61 and other relevant orders issued by Government from time to time are by themselves quite complete in matters of control over expenditure. The procedure for watching the progress of revenue and expenditure has been outlined in Chapter XV and XVI of the Budget Manual of the Government of Assam-Vol. 1- Third Edition. This has further been elaborated in Annexure to Chapter XVI of the said Manual as well as in the Department circular No. BB(I). 76/60/1 dated 27/07/60.

2. Correct classification of receipt and expenditure, verification of departmental figures with the records of the Accountant General, Assam and reconciliation of discrepancies, if any, between the two sets of figures constitute the basic pre-requisite for a correct and progressive appraisal of State resources, phasing of plan programme and preparation of financial forecasts. The controlling officers are expected to perform this job with the utmost care with a view to achieve the maximum possible precision in accounts matters. It is therefore essentially necessary for the controlling officers to look into the matter personally every month and to ensure that the verification work is up-to-date. The controlling officers may delegate this important responsibility of ensuring proper verification to their next in command if they themselves can not find time to do so.

3. In order that the Finance Department be also in a position to keep watch over the progress of the work, orders were issued for submission of monthly verification certificates (for both receipt and expenditure) by the controlling officers to the Finance Department regularly every month, vide correspondence resting with the Department letters No. BB(I)76/60/1 dated 27/07/60 and No. BB(I)76/60/36 dated 31/10/60. The controlling officers will ensure that the certificates are duly sent to the Finance Department as instructed previously. In case any discrepancy is left un-reconciled in course of verification or certain amounts are left out in the accounts of a particular month (either in departmental or A.G.'s accounts), the facts may invariably be brought to the notice of the Finance Department in the control branches along with the certificates, giving a brief description of the nature of the discrepancy and quoting the Major, Minor and Sub-heads to which they relate. The same should also be followed up and reconciliation thereof be reported to the Finance Department, control branches, in due course.

9. No.  
BB(I).76/60/36,  
dated 31/10/60

**Sub :- Submission of monthly verification certificate.**

Monthly verification certificates for (both receipt and expenditure) are to be submitted regularly to the respective branches of Finance Department in the following forms.

**RECEIPT**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Certified that the returns of revenue in form "G" for the month of \_\_\_\_\_ under the head \_\_\_\_\_ for General/Sixth Schedule Areas have been received from the Collecting Officers and compiled in form "C" and verified with the figures in the monthly statements submitted by the Accountant General, Assam and the discrepancies reconciled.

Signature and Designation of Officer

Dated \_\_\_\_\_

Memo No. \_\_\_\_\_

Copy forwarded to the Secretary to the Government of Assam, Finance Department for information

Signature and Designation of Officer

**EXPENDITURE**

No. \_\_\_\_\_

Date \_\_\_\_\_

Certified that the statements in form "B" for the month of \_\_\_\_\_ under the head \_\_\_\_\_ for General/Sixth Schedule Areas have been received from the Disbursing Officers supported by form "A" and compiled in form "D" and verified with the figures booked in the office of the Accountant General, Assam and the discrepancies reconciled.

Also certified that the figures under pay heads, etc. for the month of \_\_\_\_\_ under the said head for General/Sixth Schedule Areas have been verified with those booked in the office of the Accountant General, Assam and the discrepancies reconciled.

Signature and Designation of Officer \_\_\_\_\_

Memo No. \_\_\_\_\_

Dated \_\_\_\_\_

Copy forwarded to the Secretary to the Government of Assam, Finance Department for information.

Signature and Designation of Officer \_\_\_\_\_

10. G.O.I. No.  
F.2(149)-13/39,  
dated 26/11/60

**Sub :- Classification of interest charges payable by commercial Department.**

Interest payment under "22-Interest" alone constitute a liability of the Government within the meaning of Article 112(3)(c) and Article 202(3) (c) of the Constitution. All other interest payments which are adjusted by debit to the heads concerned by per contra credit to the Interest head are merely a device of book-keeping and have to be treated as a "voted" item of expenditure. The above decision takes effect from the year 1961-62.

11. G.O.A. No.  
BB.82/59/216,  
dated 08/12/60

**Sub :- Regarding transfer of Defence services lands and buildings.**

12. G.O.I. No.  
10(5).59/OSD(works)  
RC, dated  
03/06/60

It has been decided in consultation with associated finance that in future temporary as well as permanent transfer of Defence Services lands and buildings be made to the Central Ministries/the State Governments only after they have authorised their Accountant Generals to accept the debits which will be ultimately raised by the Defence Accounts Department on account of rentals or sale value in respect of these properties. Transfer of properties between two Ministries of the Central Government or between one Ministry of the Central Government and the State Government, is governed by the relative rules on the subject. There should, therefore, be no objection on the part of the Central Ministries/State Governments authorising their Accountant Generals to accept the debits which will be raised by the Defence Accounts Department on account of Defence Services properties.

13. No.  
GAG.347/34/P-  
1/34, dated  
07/07/60

**Sub :- Transfer of land and buildings of Defence Services.**

Reference Government of India office Memo No. 10(5)59/OSD(Works)/RC, dated 03/06/1960, the State Government have accepted the principle laid down by the

Government of India in para 3 of their letter above, in respect of land or transfer of Defence Services' accommodation.

**9. Accounts - Irregularities in the maintenance of Government accounts in treasuries and Sub-Treasuries.**

1. G.O.I. No.  
FI.(16)B/61, dated  
19/05/61

**Sub :- Irregularities in the maintenance of Government accounts in Treasuries and Sub-Treasuries.**

The State Governments are requested to issue suitable instructions to the Treasuries and Sub-Treasuries under their control to pay particular attention to the classification of vouchers and also to answer any queries made by the Reserve Bank and the agency banks regarding classification promptly so that the work of reconciliation is facilitated.

2. No.  
BB(D).31/61/30,  
dated 29/09/61

**Sub :- Classification of bills namely "Central" or "State" as the case may be.**

Reference Government of India office Memorandum No. FI (16)B/61 dated 19/05/1961 above, all drawing officers should indicate on the bills the classifications, namely "Central" or "State" prominently as the Treasuries may not be able to check the correctness of the classifications in the bills as furnished by the drawing officers.

**10. Accounts- Procedure for maintenance of accounts in Treasuries.**

1. No.  
BB(D).31/64/3,  
dated 17/04/64

**Sub :- Procedure for maintenance of accounts in Treasuries.**

The existing procedure of maintaining detailed accounts and check thereof in respect of individual transactions by the Audit officer is dispensed with, with effect from 01/04/1964. In its place a revised procedure as outlined in the annexure to the Accountant General Assam's D.O. letter No. TM/1-42/64/4094 dated 21/03/1964, is given below. All Heads of Departments, Treasury and Sub-Treasury officers are requested to follow this revised procedure.

2. No.  
A.G. Assam's D.O.  
No. TM/1-  
42/64/4094, dated  
21/03/64

**ANNEXURE**

The following procedure will be followed :-

(a) Daily Accounts:- As far as the day to day transaction in the Treasury/Court are concerned there will be no change in the prescribed procedure. The Registers of Receipts and Repayments will continue to be maintained by them as required in Articles 64-67 and 71-72 of the Account Code, Vol. II.

(b) Monthly Returns :- The following returns prescribed for submission to Audit every month will be dispensed with :-

- (i) Extract Register of Receipt (Form T.A. 43)-(Art. 105 of Account Code, Volume II).
- (ii) Extract Register of Repayments. (Form T.A. 44)- (Art. 107 of Account Code, Volume II).

The monthly returns to be rendered to the Audit Office will then be the Plus and Minus Memoranda in Form T.A. 46. This Memorandum in respect of Revenue Deposits will indicate the opening balance in respect of each detailed head of Revenue Deposit (e.g. Earnest money deposits, Excise deposits, etc.). The Plus and Minus Memoranda of Civil Court and Criminal Court deposits will give similar particulars in respect of each court. The payments will as usual be supported by vouchers containing full details of payments.

On receipt of the Plus and Minus Memorandum and the vouchers, the Audit Office will examine :-

- (i) Whether the opening balance in the Plus and Minus Memorandum agrees with the closing balance of the previous month ;
- (ii) Whether the totals of receipts and payments agree with the detail book figures ;
- (iii) Whether the closing balance has been worked out correctly ;
- (iv) Whether payments are supported by vouchers ; and
- (v) Whether the vouchers are complete in all respect.

(c) Annual Returns:- The Treasuries/Courts need not submit the Clearance Registers in form T.A. 43 (Art.125 of Account Code, Volume II). They will, however, examine the balance in the Receipt Registers with reference to the rules relating to Lapse of deposits and prepare a statement of lapses (in form T.A. 49) as required in Art 127 of Account Code, Volume II and send a copy thereof to the Audit Office. The amount of the items lapsed should be deducted from the Plus and Minus Memorandum for March. On receipt of the statement of lapses in the Audit Office the totals will be checked and a transfer entry proposed for crediting the amount to Government. The Audit Office will also verify whether the lapsed amounts have been correctly written off the Plus and Minus Memorandum for March.

As regards the procedure to be followed in regard to the refund of lapsed deposits the existing prescribed procedure will continue to be followed.

J. No.  
BB(I).38/64/4,  
dated 17/6/64.

**Sub :- Adjustment of exchange account in treasuries.**

All drawing officers should exercise utmost care and guard against erroneous adjustment of Exchange Account in Treasuries.

4. BB(I).34/62/7,  
dated 29/06/1962

**Sub :- Collection of cheques by State Government.**

The proper procedure in regard to collection of cheques received by the State

Governments which are drawn payable at a centre where the account of the Government concerned is not maintained is given below. The proper course for the Government receiving the cheque to adopt is to present it to the local office of the Bank (Reserve Bank, State Bank or Subsidiary Bank) conducting Government business for realisation and credit to Government Account. For example, if a Department of the Government of Punjab at Chandigarh receives a cheque drawn on a Bangalore bank, they should present it to the Chandigarh branch of the State Bank of India and not send it to the Bangalore office of the Reserve Bank of India.

Under the existing agency arrangements, the State Bank of India and the Subsidiary Banks will collect the proceeds of outstation cheques tendered by Government Departments for credit of Government account, free of charge. The correct procedure to be followed in such cases may please be circularised to all Government Departments which usually receive outstation cheques for credit of Government account.

State Governments are experiencing some difficulty in regard to the receipt of funds from the Life Insurance Corporation in respect of the Corporation's loans to Governments for the Housing Schemes. It appears that the Life Insurance Corporation makes such advances by issuing cheques on its accounts maintained at Bombay, the proceeds being intended for the borrowing of Government's account at the Central Accounts Section of the Reserve Bank of India. In all these cases the correct procedure to follow would be for the concerned Governments to receive the Life Insurance Corporation cheques and present them at their headquarters to the Bank (Reserve Bank of India/State Bank of India/or Subsidiary Bank conducting Government business as the case may be) for collection and credit to their account. All such credits will be booked by our offices in the relative Government's Account. In the case of Agency Banks, the bank concerned will pass on the credit to the Central Accounts Section of the Reserve Bank of India in the normal course and it will not be necessary for the Governments concerned to arrange for Special remittances to their account at the central Accounts Section.

## 11. Accounts - Classification.

I. No.  
ABP.38/57/PL.1/63,  
dated 09/06/69

**Sub :- Classification of expenditure on Stenographers deputed for reporting proceedings of Commissions etc.**

For the sake of convenience in exhibiting the expenditure pertaining to various Commissions, Committees, etc., set up by different Departments under the State Government, it has been decided under Article 32(2) of the Account Code, Vol.I that Travelling Allowance, Daily Allowance and Honorarium admissible to the Assam Secretariat Stenographers deputed on requisition from various Departments for reporting the proceeding of such Committees, Commissions, etc., shall henceforth be debited to the head to which the expenditure of such Commissions, Committees, etc., is debited.

The advance travelling allowance drawn by such officers from Secretariat Administration Department (Accounts) of the Assam Secretariat (Civil) for reporting the proceedings of such Commissions, Committees, etc., outside the place of their posting shall be adjusted at the time of final payment of the travelling allowance bills by the Departments which requisition the services of such officers. The

Departments which requisition the services of such officers, while making final payment of their travelling allowance bills shall ascertain from Secretariat Administration Department (Accounts) the amount, if any, drawn by them as advance travelling allowance. Secretariat Administration Department (Accounts) shall keep separate account for such advance in respect of each Commission, Committee, etc., so as to facilitate adjustment of the advance travelling allowance at the time of final payment by the Department concerned.

The Departments, while requisitioning the services of the Assam Secretariat Stenographers for reporting the proceedings of any Commission, Committee, etc., shall henceforward quote the head of account to which the expenditure of such Commission, Committee, etc., is debited so as to enable the Department deputing such officers to quote the head of account in the Office Order of such deputation.

This has the approval of Finance Department vide U/O. No. FE.3633/68 dated 19th September 1968 and No. FE.1432/69 dated 3rd June 1969.

## 12. Accounts - Redrawal of amount lost through misappropriation etc.

1. G.O.I. No.  
F.1(72)-B/67,  
dated 31/07/68

2. No.  
BB.(1)84/68/23,  
dated 31/07/68

**Sub :- Mode of drawal and classification in accounts of amount redrawn owing to loss through misappropriation, defalcation, embezzlement, etc.**

Redrawal of an amount pending further action regarding investigation, etc., and recovery, if any, of the loss, shall require a specific sanction of the Government in each case and that the amount so sanctioned, shall be drawn on a simple receipt containing the information given in the enclosed form. It has also been decided that in relaxation of the provision of CTR<sup>6</sup> 660, the drawl of the amount so sanctioned will not require any special authority from the Accountant General to the Treasury Officer.

2. In the accounts, the amount so redrawn will be classified as a "Special Advance" under the Major Head "Departmental Advances" in Section "T-Deposits and Advances-Part III Advances not bearing Interest". The amount, if any, recovered subsequently shall be credited to the above head and the balance, if any, under that head, if found irrecoverable, should be written off with the sanction of the competent authority and adjusted as a loss under the head of account to which the expenditure of the Department concerned is ordinarily debitable.

### CENTRAL

**Form for redrawal of amount lost due to theft, misappropriation, defalcation, embezzlement, etc.**

Head of Account-

T-Deposits & Advances-Part III  
Advances not bearing interest  
Special Advances (Central).

No. \_\_\_\_\_

<sup>6</sup> CTR - Central Treasury Rules.

Received the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) being the amount sanctioned for redrawing under the Government of India, Ministry \_\_\_\_\_ letter No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed)

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

Stamp of office \_\_\_\_\_

**For use in Treasury**

Pay Rupees \_\_\_\_\_

Examined \_\_\_\_\_

Treasury Accountant. \_\_\_\_\_

Treasury Officer. \_\_\_\_\_

*For use in Accountant General's Office.*

Admitted Rs. \_\_\_\_\_

Objected to Rs. \_\_\_\_\_

Reasons for objection \_\_\_\_\_

Auditor \_\_\_\_\_

Superintendent \_\_\_\_\_

Gazetted officer. \_\_\_\_\_

3. No.  
BB(I).100/59/3,  
dated 02/01/70

**Sub :- Classification of expenditure in connection with natural calamities / floods.**

To dispense with the classification referred to in Finance Department's letter No. FEA. 53/69/46 dated 9th July, 1969 and to give effect to the following modified procedure from the next financial year-(i.e., from 1970-71) in booking the said expenditure:-

1. All expenditure on relief measures, viz., Gratuitous Relief, Test Relief, Cash Doles, etc., in times of distress on account of floods as sanctioned by the Revenue Department are to be booked under "64-Famine Relief".
2. All loans due to distress etc., sanctioned by Revenue Department will be booked in "Loans and Advances, etc. - II-Agricultural Loan".
3. All works connected with the repairs and restoration of Flood-damages (excepting Test Relief Work) will be booked under detailed heads, viz., "Repairs" and "Restoration of damages caused by Natural Calamities/Floods" separately under the sub-head "Repairs" within the Major Head of Accounts of the concerned executing Department, viz., P.W.D., (R&B), P.W.D.(F.C&I), Forest, Panchayat, etc.
4. Grants given by Municipal Administration Department, Panchayat, etc., on account of Natural Calamities/Floods are also to be booked in their respective budgets under "Grants to Local Bodies etc., for restoration of the properties damaged by Natural Calamities/Floods".



5. Grants given, by Education Department for books, fee remission etc., will also similarly be classified as "Grants to institution for relief of distress caused by Floods/Natural Calamities".

All Departments will have to report their expenditure on the above accounts within 15 days of first incurring expenditure to the Finance and Revenue Departments, and thereafter every fortnight as well.

The items of expenditure which are eligible for grant assistance on relief measures, etc., mentioned above are detailed in para 5 of the Government of India's letter No. 8(T)-P/65, dated 21st September, 1966.

4.No FC  
(III)3319/84(U/O),  
Dated 29/12/84

**Sub :- Classification of Government Transaction in Account and Plan providing fund in appropriate PWD head of A/C for all construction work to be carried out by P.W.D.**

In inviting a reference to this Department letter No.FC(III) 1768/81(UO) dated 25/09/81 and U/O.NO.FC(III) 32/83/25 dated 12/01/84, I am directed to bring to your notice once again that all construction works, the estimated value of which exceeds Rs. 1.00 lakh (one lakh) be executed through P.W.D. after providing necessary fund in P.W.D. Budget and in no case through Departmentally.

In this connection, the view of P.W.D. is also enclosed herewith for your information and necessary action.

Any deviation to the above instruction will be viewed seriously.

5.No.  
FC.(III)32/83/25,  
Dated 12/01/84.

**Sub :- Classification of Government Transaction in Account of Plan-Providing fund in appropriate P.W.D. Head of A/C for all construction project.**

Please refer to Finance Department's circular letter No. FC(III) 1768/81(U/O) dated 25/09/81 on the above subject and to state here that instances has come to notice of the Department that you are approving the issue of A/A for construction of residential/office building, the estimated value of which exceeded Rs. 1.00 lakhs for carrying out the work departmentally instead of through P.W.D. inspite of clear instructions issued under the letter referred to above

You are therefore, requested to strictly abide by the above instructions and not to approve any construction work to be carried out departmentally, the estimated cost of which exceeded Rs. 1.00 lakh.

### 13. Accounts - Rounding off of transactions.

1.O.M. No.  
BB.108/88/21,  
dated 11/07/88

**Sub :- Rounding off of transactions in Government Accounts.**

The undersigned is directed to say that the question of simplification of accounting

procedure and management of payments and receipts arising out of Government transactions was considered by a committee set up by the Government of India. Considering the recommendations of the committee, the Government of India have introduced the system of rounding off the fractions of a rupee to the nearest rupee in Central Government transactions. This procedure introduced by Government of India has been studied by State Government and it has been considered desirable that in order to facilitate simplification in maintenance of accounts, management of receipts and disbursements and reduction of work in computation etc., the procedure of rounding off fractions of a rupee be introduced in the financial transactions of the State Government also as far as practicable.

2. Having regard to the scope, magnitude and variety of Government transactions, it is hereby decided that :-

Except for petty cash payment (i.e. across the counter type) all State Government transactions whether involving actual receipts payment or book adjustment, all recoveries of interest on loans and advances to employees which is computed as a percentage of base amount and its recovery is effected in instalments, deduction from salary bills on account of PLI/Licence fee/Taxes etc.; all entitlements due to an employee by way of pay, HRA/DA/T.A. etc., all book transactions involving entries appearing in inner column of bills, all transaction of banks through cheques/challans; all claims of Government by utility institutions like Electricity Boards/Corporations etc. shall be made into account by rounding off to the nearest rupee (fractions of 50 paise or above shall be rounded off to the next higher Rupee and fractions of less than 50 paise shall be ignored)

3. Since the State Government will discharge its liability on the claim in whole rupees, Service institutions are advised to change over to bills in whole rupees for Government customers. All local bodies in the control of the State Government should restructure their tax claims, octroi etc. so that amounts are realised in whole Rupees. Organisations like A.P.S.C/Staff Selection Committee etc. which receive revenues in terms of examination fees etc. should rationalise the fee structure so that fractions are eliminated. Certain taxes such as sales tax, being dependent upon the value of purchase will inevitably generate fractions. Sale Tax authorities will therefore, advise their assesses who are responsible for remitting sales tax collected from their customers to make the deposit of Government account in whole Rupees.

4. Consequent to the above decisions, all departments are required to review all regulations administered by them which involve fractional payments/receipts with a view to ensuring that payments/receipts are in whole rupees.

5. All the Heads of Department are requested to ensure that the above instruction is followed in all offices under their administrative control.

2.  
No.BD.108/12/29,  
dated 26/09/88

**Sub :- Rounding off a rupee in Government transactions.**

The undersigned is directed to refer to office memo quoted above (here indicate the memo number) and to say that references are being received pointing out certain practical difficulties in the matter of switching over to the system of Government transaction in whole Rupees with immediate effect. It has also been reported that some of the treasuries have declined to accept the bills, cheques,

drafts etc. tendered with fraction of a rupee quoting the authority of the said Office Memo in support of non-acceptance of such bills etc.

It is clarified that the revised procedure as outlined in the above quoted Office Memorandum is intended to be adopted to the extent it is possible with immediate effect. Government transactions in whole rupees which do not involve amendment of any rules/regulations should be conducted in whole rupees with immediate effect, but those that require modification of relevant rules/regulations should end suitable amendment before transactions can be made under the revised system. Transactions in fractions of a Rupee may therefore continue to be made in these cases temporarily and should not be held up merely on account of the fact that rounding off is not possible owing to delay in amendment of rules.

2. All Administrative Departments should review the rules/regulations administered by them as already instructed and take appropriate steps for amending them where necessary immediately. A progress report stating the extent to which rounding off has been made must be sent to Finance Department by October 15, 1988.

J. O.M.  
No. FEB. 176/95/8,  
dated 04/09/95

**Sub :- Functioning of account branch in heavy divisions having more than one Accounts Officer in the P.W.D./Flood Control Department/P.H.E. Department/Irrigation Department.**

1. The undersigned is directed to say that whenever there is more than one Accounts Officer in a division under the Public Works Department/Flood Control Department/Public Health Engineering Department/Irrigation Department on account of having heavy work load i.e. having more than 3 (three) Sub-divisions, following shall be the working arrangement with regard to the functioning of the Accounts Branch in that Divisional office :-

- (a) Amongst the two incumbents in the posts of Accounts Officer, the one who is senior in the rank of Accounts Officer (hereinafter called in this circular Accounts Officer (I) for convenience) will be responsible for the proper functioning of the Accounts Branch.
- (b) By standing written order, he will distribute the work between himself and the other Accounts Officer (hereinafter called in this circular Accounts Officer (II), for convenience). The distribution of works, however, will have to fulfil the following condition :-
  - (i) The Accounts Officer (I) will name the Sub-divisions in respect of which bills are to be scrutinised and passed by himself and the name of the Sub-divisions in respect of which bills are to be scrutinised and passed by the Accounts Officer (II).
  - (ii) As regards the joint signing of the cheque by the Executive Engineer/Assistant Executive Engineer of the Division (as the case may be) and the Accounts Officer of that Division, this responsibility of joint signing of the cheque by the Accounts Officer shall be performed by the Accounts Officer (I) in respect of bills of all Sub-divisions under that Division. While doing so, he will also satisfy himself that the bills in respect of the Sub-divisions scrutinised

and passed by the Accounts Officer (II) are in order, before he signs the cheques with regard to the payment of any such bills of any of these Sub-divisions.

- (iii) As regards other functions of the Accounts Branch, the distribution of the same between the Accounts Officer (I) and the Accounts Officer (II) will be done by the Accounts Officer (I) which should be clearly stated in the order, issued by him. Copies of the order on the distribution of work, issued by the Accounts Officer (I) will be endorsed by him to

- (1) the Executive Engineer of the Division,
  - (2) the Assistant Executive Engineers
  - (3) Treasury Officers of the concerned Treasuries/Sub-treasuries,
  - (4) Manager of concerned Bank branch, and
  - (5) office staff of the Accounts Branch of the Divisional officer,
- with a copy to the Director of Accounts and Treasuries, Assam.

2. When the cheques from any such division are presented to a Treasury, the concerned Treasury Officer will satisfy himself that the joint signing of the cheques at the level of the Accounts Officer has been done by the senior of the Accounts Officers of the Division in terms of this Government circular.

3. This instruction comes into force with immediate effect. If there are any other office orders/executive instructions issued by any authority in any Division or at any level contrary to this Government circular, they stand superseded/modified to the extent of the provisions of this Government circular.

#### 14. Audit objections.

1. No. FM.31/60/2,  
dated 10/03/60

##### Sub :- Settlement of audit objections.

All concerned should take prompt action for settlement of audit objections whenever they arise and to treat them as priority matters. Disciplinary action will be taken against the person/persons responsible for delays in settlement of audit objections.

2. No.  
FM.1/60/217,  
dated 28/01/61.

##### Sub :- Measures for quick disposal of outstanding audit objections.

The following measures with regard to audit objections should be adopted with immediate effect.

I. Audit objections fall under one or more of the following categories.

- (i) D.C.C. bills or vouchers are wanting in case of amounts drawn under abstract contingent bills.
- (ii) Sub-vouchers or payees receipts wanting in case of amounts drawn under fully vouched contingent bills.

(iii) Want of sanction.

(iv) Other reasons.

II. With regard to the first type of objections mentioned above, the following steps may be taken.

- (a) A register should be maintained by the controlling officers for all amounts drawn under A.C. bills by drawing and disbursing officers under them, when particulars of A.C. bills should be entered from the monthly accounts submitted by drawing and disbursing officers and there should be columns to show when detailed D.C.C. bills are received and forwarded to Accountant General. Where an amount is drawn on an A.C. bill without submission of D.C.C. bills in respect of past drawals, the controlling officers should immediately call for explanation and in deserving cases take disciplinary action.
- (b) As it may be difficult to obtain actual payees' receipt in respect of drawals many years ago, certificates of disbursement would be accepted by audit, if given by a person other than the drawing and disbursing officer. Heads of Departments should depute their Finance and Accounts officers to inspect district offices where the largest number of audit objections are pending and these officers will submit the certificates, if satisfied, after inspection.
- (c) It is part of the normal work of the drawing and disbursing officers to meet the audit objections as they arise. It is suggested that an Extra Assistant Commissioner, preferably the Nazarat Officer, should be given the work of attending to audit objections. This is intended only to assist the Deputy Commissioner and Sub-Divisional Officer and will in no way detract from his responsibility as drawing and disbursing officer.
- (III) It is the duty of the drawing and disbursing officers to submit sub-vouchers and actual payees' receipts along with all fully vouched contingent bills. When this cannot be done, they should be submitted to the Accountant General at the next earliest opportunity and a certificate to that effect is to be attached to the bill. Even though these bills are submitted directly to Accountant General by drawing and disbursing officers, nevertheless when objections relating to this are brought to his notice by audit in their six-monthly returns, controlling officers should take prompt action to have such objections met by the drawing and disbursing officers within a fixed period, failing which appropriate disciplinary action should be taken.
- (IV) Normally no bills are to be drawn without proper sanction and the sanctioning authority to be quoted on the body of the bill itself. Drawing and disbursing officers should see personally that this is done before they sign any bills so that there may not be any case with such irregular drawing in future. In case where any amount has been drawn in the past without sanction, the drawing officer should regularise the matter by obtaining ex-post facto sanction. In asking for ex-post facto sanction, the circumstances under which the amounts had to be drawn should be fully explained.
- (V) The attention of all controlling officers is drawn to these objections and they should dispose of them without further delay. Controlling officers and their Finance and Accounts Officers should also look into the disposal of audit objections in the course of their inspections.

S.O.M. No.  
FM.4/86/52, dated  
22/07/86

**Sub :- Constitution of committees for settlement of audit objections.**

The Comptroller and Auditor General of India, in his letter D.O.No. CAG/136-85 dated 13/09/85 emphasised the need for speedy settlement of outstanding objections. Copy of the above D.O. letter together with the list of the objections pending with the Departments has already been forwarded to all the Departments under letter No. FM.4/86/8 dated 29/01/86.

2. At the level of Central Government, for quite (quick) settlement of the objections, Committees have been settlement (set up in) the Ministries which have a large number of chronic objections. Falling in line with Government of India, it has been now decided that such Committees in the nomenclature of "Audit Objection Committees" should be set up in each Administrative Department with the following compositions.

1. Joint Secretary/Deputy Secretary of Administrative Department.
2. Financial Adviser of the Department
3. Representative of the A.G. (Audit).

3. The F.A.O. of the concerned Directorate/Head of Department will assist the Committee in matters relating to the Directorate. The Committee shall meet at least once in two months and Finance Department shall call meetings of all Departments once in six months to review the progress. The Financial Adviser of the Department shall be the convenor of the meetings.

4. No. FM.  
131/60/3, dated  
06/01/61

**Sub :- Finance Department branches responsible for dealing with audit objections.**

Audit Reports should be dealt with in the Finance Expenditure Control Departments in so far as the report relating to the heads of accounts controlled by them are concerned, the other reports of a general nature being dealt with in the Finance (A.P.F.) Department as before. [While making a reference to the Finance Department it is requested that the reference is addressed to the branch concerned.]

S.O.M. No.  
FM.37/93/3, dated  
09/03/94

**Sub :- Audit report of the Comptroller and Auditor General of India-action thereon by State Government.**

Finance Department itself has not laid down any procedure for disposal of Comptroller and Auditor General's Report, Appropriation Accounts, Finance Accounts, Recommendations of Public Accounts Committee/Committee on Public Undertaking and draft paras. At present the Assembly Secretariat sends the Comptroller and Auditor General's Report, appropriation Accounts, Finance Accounts, Recommendations of Public Accounts Committee/Committee on Public Undertaking direct to the Administrative Departments who in turn are required to furnish written memoranda within the time schedule fixed by the Assembly Secretariat. Similarly, the Accountant General sends the draft paras to the Administrative Department concerned which is required to submit comments thereon within six week's time.

Government of India, in the meantime, constituted a Committee to suggest means for furtherance of the healthy tradition of financial discipline in the administration of state in the context of Audit Reports and also to examine the important question of financial accountability of the executive to the legislatures of the states. The Committee submitted its report which has been examined by different states including the Government of Assam.

After due consideration of the said report, the Governor of Assam is pleased to lay the following procedures for disposal of Audit Reports and Recommendations of the Public Accounts Committee/Committee on Public Undertakings.

1. Comptroller and Auditor General's report and report of Committee on Public Undertaking :

Immediately on receipt of the reports, the concerned Department shall prepare an explanatory note on the paragraphs and reviews included in the Audit Report indicating the action taken or proposed to be taken and submit this 'Action Taken Note' (ATN) to the Assembly Secretariat with a copy to the (1) Accountant General (Audit) and (2) Secretary, Finance (Audit and Fund) Department within 20 days from the date of receipt of the report. Besides, this 'Action Taken Note' (ATN), the Department will ensure submission of the written memorandum as called for on the paragraphs concerning the Department within the time-limit prescribed by Assembly Secretariat with a copy to the Secretary, Finance (Audit and Fund) Department.

2. Draft Paragraphs and Reviews : Experience has shown that in most cases no reply is sent timely on the draft paragraphs and reviews to the Accountant General, which are sent directly by the Accountant General to the respective Secretary of the Administrative Department, though timely action would have resulted in dropping of the paras, at the draft stage itself. It is impressed upon all departments to take timely action for sending comments on the draft paras and reviews. On important and difficult draft paras and reviews, a senior officer of the Department should discuss the matter with the Accountant General before finalising comments on the draft para and review.

Each Department will henceforth furnish a quarterly report in the following format to Finance (A.&F) Department to watch timely disposal of draft paras and reviews :

Sl. No	Brief subject of draft para/review	Date of receipt in department	Due date of submission of comments	Date of discussion with A.G., if any	Date of submission of final comments
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3. Monitoring Committee : To monitor timely action on Audit Reports and draft paras as mentioned at paras 1 and 2 above and to take follow-up action thereon, each Department shall have a designated officer not below the rank of Deputy Secretary, who will be responsible for timely action on Audit Report and Draft paras. There shall be a High Level Committee in each Department for periodical review of progress made, constituted with the following members :-

- (1) Secretary/Commissioner.
- (2) Designated Officer.
- (3) Senior Financial Adviser, Financial Adviser.

## (4) Heads of Department.

The Committee shall sit at least once in two months and the minutes of the High Level Committee should invariably be forwarded to Secretary, Finance (Audit and Fund) Department.

In addition, there shall be an Apex Committee at the State level constituted with the following member to review the progress made by each Department on the basis of the report received from the High Level Committee.

- |                                      |          |
|--------------------------------------|----------|
| (1) Chief Secretary, Assam           | Chairman |
| (2) Commissioner, Finance            | Member   |
| (3) Accountant General (Audit) Assam | Member   |

The Commissioner, Finance will be the convenor of the Committee which shall sit at least once in every six months.

4. Audit Objection Committee (AOC):- Finance Department have already issued instructions to all Departments to constitute Audit Objection Committees for expeditious disposal of audit notes/paras. Most of the Departments have, in the meantime, constituted such Committee and some of them have made substantial progress in disposal of outstanding audit notes/paras. However, progress made by some of the Departments is not upto the desired level of satisfaction. Instances also have been brought to the notice of Finance Department of not holding Audit Objection Committee Meetings on appointed date(s) on one pretext or another. It is urged upon all departments to take the Audit Objection Committee Meetings most seriously so as to dispose of maximum numbers of audit notes/paras. Lapses on the part of any departments in future will be viewed very seriously.

Also, inspite of repeated requests, some departments are yet to constitute the Audit Objection Committee. It is impressed upon all these defaulting departments to constitute the Audit Objection Committee without further delay. They should also intimate Finance (Audit and Fund) Department the numbers of outstanding audit notes/paras as on 31/12/93 so as to enable Finance to fix date(s) for Audit Objection Committee meeting.

To maintain a close relation between the Monitoring Committee (as mentioned at Para 3) and the Audit Objection Committee, the Designated Officer of the Administrative Department should be a permanent invitee in the Audit Objection Committee meetings.

5. Guard File :- It is reiterated upon all the departments to maintain a Standing Guard File (as mentioned at para 61.1 of the Manual of Office Procedure Secretariat) separately to consolidate the procedures and related instructions issued by Government from time to time in response to Audit.

6. No.  
F.M.L/60/337,  
dated 08/05/62

**Sub :- Control register for monitoring audit objections.**

1. Disbursing officers should maintain a control register for registering the objections and also watch the disposal thereof. Such register should be maintained by a selected responsible officer and drawing officer should ensure that all audit objections received from the Accountant General are entered in the register. Drawing officers should require the register to be produced before them



every month together with a memorandum showing outstanding previous objections and objections received and settled during the month. They would be personally made responsible for any loss that may occur to the Government in case of delay in their settlement for more than three months from the date of receipt of the memo of objection.

2. Controlling officers/heads of departments should maintain a suitable register showing therein the objections which are delayed for more than three months from the date of receipt. For this purpose drawing officers should be required to send a statement of such cases indicating the reasons for the delay in settlement to the controlling officers/heads of departments preferably at the time of reviewing the registers maintained in their office.

3. Controlling officers/heads of departments should also send to the Government monthly returns (quarterly if so considered suitable) showing objections which are outstanding for more than six months in the offices under their control.

4. Drawing officers are alerted to take effective steps for settlement of all objections, old and new. Their ability in respect of financial administration will be judged, among other things on the basis of the number of unsettled objections reported to Government by the controlling officers/heads of departments.

#### REGISTER FOR WATCHING THE PROGRESS OF SETTLEMENT OF OBJECTIONS

Date of receipt	Number and date of A.G.'s letter Memo/report/ Audit Note/ Inspection Report	Nature of objection	Amount under objection severally	Date of disposal	Reference to A.G.'s communication intimating settlement of objection
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Memo \_\_\_\_\_

Objection outstanding from previous month No. \_\_\_\_\_ Amount \_\_\_\_\_

Objection received during the month No. \_\_\_\_\_ Amount \_\_\_\_\_

Total No. \_\_\_\_\_

Objection settled during the month No. \_\_\_\_\_ Amount \_\_\_\_\_

Balance outstanding objections:- More than 1 month.

More than 2 months.

More than 3 months and so on.

**Sub :- Relations between Audit and Administration.**

7. No.  
FM.44/55/5,  
Dated 28/04/55

8. G.O.I. No.  
26/SF/55, dated  
6/01/55

1. Forwarded herewith is a copy of Government of India Ministry of Finance's letter No. 26/SF/55 dated 06/01/1955. All Administrative departments and Heads of the departments should follow the same instructions.

2. Special attention is drawn to the instruction in para 2 of the letter.

3.1. In consultation with the Comptroller & Auditor General and the Cabinet Secretary, the following procedure is prescribed :-

- (a) Irregularities of a serious nature, such as defalcations, culpable negligence, etc. should be reported by the Accountant General concerned as soon as they are discovered to the Secretary of the Ministry by name. The latter should give urgent attention to the rectification of the defect or remedial action to be taken and inform the Accountant General, as quickly as possible, of the action the Government are taking or propose to take.
- (b) Other irregularities discovered in the course of audit, which are likely to find a place in the Audit Report, should be discussed by an officer of the status of Deputy Accountant General and above with the Deputy Secretary dealing with the subject in the Ministry concerned. If these discussions do not result in the settlement of the differences and the removal of the objection, the matter should be taken up by the Additional Accountant General or the Accountant General, as the case may be, with the Joint Secretary or Secretary of the Ministry concerned. The Deputy Secretary should keep the Secretary informed from time to time of the progress of the disposal of these objections, to give the latter an opportunity to intervene, if necessary, and expedite a settlement.
- (c) As soon as the Accountant General decides that a particular case should be mentioned in the Audit Report, he would send the draft paragraph to the Secretary concerned for his information and to enable him to look into the papers and make himself familiar with the case before it comes up for consideration of the Public Accounts Committee, if he has not already seen them. It is not necessary that the content or the language of the paragraph should be specifically agreed to or that there should be any prior agreement as to what should be mentioned in the Audit Report but it is desirable that on the facts as stated there should be no dispute, though the conclusions and opinions will be those of the Accountant General. This does not, however, preclude a Secretary from taking up with the Accountant General the desirability or otherwise of mentioning particular cases in the Audit Report.

3.2. Files required by Audit Officers should be readily made available to them without any apprehension that objections may be taken in audit merely based on contradictions in the views expressed in notes by subordinate officials and higher authorities. If the contents of the file or any parts of it are 'SECRET' or 'TOP SECRET' the file may be sent personally to the Accountant General or the head of the Audit Office specifying this fact, who will then deal with it in accordance with the standing instructions for the handling and custody of such documents.

9. No.  
FEG.125/61/3,  
dated 29/08/61

**Sub :- Continuance of payments objected to by audit.**

The state Government has decided to adopt the following principles regarding continuance of payments objected to by audit on the lines of the procedure adopted by the Government of India:-

1. When a particular payment, which is of a recurring nature, is considered inadmissible by Audit, continuance of payment thereof pending a final decision by the competent authority involves the risk of increasing the amount of recoverable overpayments. The views of Audit should therefore, ordinarily be accepted provisionally by the Administrative authorities and further payments on that account should not normally be made till a final decision is arrived at by the competent authority.
2. In exceptional cases, where the Administrative authorities consider that, in public interest the continuance of such payments pending a final decision by the competent authority is absolutely necessary, payments may be made provisionally subject to the recovery later on and the payee receiving the payments be so informed specifically. The fact the payments are being continued in spite of the audit objection, should also be reported to the authority to whom the case is referred for a final decision.

**Sub :- Recovery of cost of audit of Government Commercial concerns.**

10. A.G.A. Memo  
No. OA.4242-44,  
dated 10/10/60

11. No.  
BB(I).226/60/42,  
dated 10/12/60

In the matter of effecting recovery of cost of audit and its exhibition in the proforma accounts of Government commercial concerns and treatment of Government accounts, it has been decided that :-

- (a) In cases where the audit of a commercial or quasi-commercial concern is the statutory responsibility of the Comptroller and Auditor General under para 13(i)(iii) of the Audit and Accounts Order, audit fee should not be recovered and adjusted in Government accounts.
- (b) In the case of commercial or quasi-commercial concerns of the State Government also, there should be no adjustment on account of audit fee to the credit of either the Central or State Government, as the audit of the concerns is a statutory responsibility of the Comptroller and Auditor General. Audit charges need not also be debited to the Government Accounts under the budget expenditure for the concerns, as it is unnecessary to inflate the general accounts with such adjustment, when no audit fee is actually recovered. Recovery of audit fee cannot also be regarded as receipts of the State Governments.
- (c) In case covered by both (a) and (b) above, the cost of audit should be shown in the proforma accounts, in order to arrive at the correct financial position of the concern. This may be done

by charging the audit fee in the Profit & Loss Accounts and crediting the corresponding amount to the balance sheet as an "un-discharged liability" rather than adding it to "Government Capital".

(d) Where, however, the audit of a board, corporation etc. has been specifically entrusted upon the Comptroller and Auditor General by a particular legislative enactment whether Central or State, which has provided for the recovery of the cost of audit, such recovery should be made and adjusted in the Government accounts also.

(e) For the purpose of clauses (c) and (d) above, the audit fee should be charged for Central and/or local audit whichever is applied.

[This takes effect from the proforma account of the year 1962-63.]

[ ] 1 Added vide No.BB(I).226/60/42 dated 10/12/1962.

#### Sub :- Audit of Assam State Electricity Board and Other Statutory Bodies.

12. A.O.Assam's  
No.Rep.28-  
15/60/301, dated  
14/05/62

13. No.  
FEC(II).15/60/12,  
dated 06/06/62

The Comptroller & Auditor General of India has decided that a copy of the Audit Report on the accounts of the State Electricity Board and on other statutory bodies that may be prepared by Accountant General, Assam in future, should be forwarded by Government to the Comptroller & Auditor General of India and to Accountant General, Assam simultaneously [with a copy to Finance Department]<sup>2</sup> after they have been presented to the Legislature mentioning the date of such presentation.

[ ] 2 Added vide No.FEC.(II).15/60/12 dated 06/06/1962.

#### Sub :- Procedure for Audit of - Funds of District and Regional Councils.

14. AG.Assam's  
No.HA.23-11  
/52/963, dated  
04/02/33

1. The Comptroller and Auditor General of India has decided with the concurrence of the Government of India, Ministry of Law, that the functions and powers of the District and Regional Councils established under the Sixth Schedule of the Constitution should be regarded as more analogous in character though not in extent, to those of the State than those of municipalities and corporations established under a law of the local legislature. In consequence of the decision now arrived at, modifications are necessary in the District Fund Rules for the autonomous districts of Assam to bring these rules in line with the altered position. Audit procedure in regard to transactions in connection with District and Regional Councils should correspond, *mutatis mutandis*, to that followed generally in regard to transactions of the civil departments of the State Government. For this purpose it is necessary that all moneys required for disbursements should be withdrawn from the fund held at the treasury not by means of cheques as contemplated previously and provided for in the model rules, but on appropriate bill forms according to the nature of the charges as in the case of civil departments of the State Government, subject to the conditions that the amount standing at the credit of each fund should not be overdrawn. A new minor head "Deposits of Autonomous District and Regional Funds (Assam)" has been opened in the accounts

with the sanction of the Comptroller & Auditor General of India subordinate to the Major head "Civil Deposits" under section "P-Deposits and Advances-Part II-Deposits not bearing interest-(C) Other Deposit Accounts." Separate detailed heads in the name of each district or Regional Fund should be opened under the said minor head to accommodate all debits and credits in respect of each fund. Necessary instructions with regard to the exhibition of the transactions under the new minor head and detailed heads are being issued to Treasury Officers separately. Suitable action may now be taken for effecting necessary modifications under intimation to audit.

2. The changes including the changes in the system of drawl may be introduced with effect from the beginning of the next financial year i.e. from 1st April 1953. For the period upto 31st March, 1953, action may be taken to have compiled and classified and the accounts submitted to Audit Office by District Councils monthly, supported by necessary vouchers with full details and copies of sanctions.

13. No.  
BB(I).32/61/3,  
dated 11/04/61

**Sub :- Mentioning names of departments/officials in Audit Reports and Appropriation Accounts.**

1. The Comptroller & Auditor General has ordered that the names of Departments, Organisation and parties concerned with the irregularities, should be included in the paras included in the Audit Reports and the Appropriation Accounts. The names of Departments etc. will not, however, be mentioned where the para brings out some fraud or misappropriation on the part of an official and department as well as criminal proceedings are being taken against him, so as not to give a clue to his identity.

2. The names of individuals will not also be mentioned but their designations only will be given.

3. The Departments should bring to the Accountant General's notice any case in which the mention of the names, departments etc. is not considered desirable by the administration.

16. No.  
BB(I).32/61/4,  
dated 28/04/61.

It has been clarified by the Comptroller and Auditor General of India that in cases of frauds or misappropriations wherein departmental and criminal proceedings are being taken against an official, the name of the office concerned may not be mentioned so as to preserve anonymity and that the names of the Departments and the designations of the officials concerned may, however, be mentioned even in such case.

17. No.  
BB(I).81/60/12,  
dated 09/05/61

**Sub :- Submission of explanations by controlling officers for verifications in grants.**

1. Controlling officers should furnish explanations for variations in respect of grants controlled by them to the Accountant General, Assam within the time limit indicated by the Accountant General in each case, as timely submission of the required materials to the Accountant General is important for preparation of the Appropriation Accounts.

2. Government will be compelled to take appropriate disciplinary action against the officers at fault by fixing personal responsibility in case of any unwarranted delay in the matter.

**Sub :- Audit of aided institutions by the Indian Audit Department.**

18. No.  
FEG.23/57/4, dated  
22/06/57

1. The accounts of institutions receiving grants-in-aid from the Government for specific purposes, should be open for a test-check by the Indian Audit Department at their discretion, in addition to the audit conducted by the Examiner of Local Accounts, Assam. The State Government have accordingly ordered that in sanctioning grants-in-aid in excess of Rs. 50,000 (Rupees fifty thousand) recurring, and Rs. 2,00,000 (two lakhs) non-recurring, the competent authorities should lay down in the sanctioning letter that the accounts of the institutions receiving the grants shall be subject to a test-check by the Indian Audit Department at their discretion.

2. The State Government have also reserved the right to have the accounts of the recipient body audited by the Indian Audit Department on their own initiative, even in cases of unconditional grants.

3. There is no provision in the Gauhati University Act, 1947, for audit of the accounts of the University by the Indian Audit Department. Under F.20(I) of the said Act, the accounts of the University are to be audited by the Examiner, Local Accounts, Assam.

19. No.  
FEG.7/69/39, dated  
10/11/62

**Sub :- Audit of Gauhati University.**

In partial modification of Government letter No. FEG 23/57/4 dated 22/06/57<sup>1</sup>, the orders therein will be applicable to the accounts of the Gauhati University as well in respect of grants-in-aid by the State Government. This order will not apply to annual contribution to the University under Section 37 of the Gauhati University Act, 1947.

20. No.  
FEG.65/57/70,  
dated 04/06/58

**Sub :- Bodies/Organisations to be audited by Examiner of Local Accounts.**

1. Only the accounts of the Local Bodies, Municipalities, Town Committees, etc., appended to Appendix 'C' of the Assam Local Audit Manual, Second Edition, and of those institutions receiving grants from Government and of the Social Welfare Centres receiving aid from the Central Social Welfare Board, are subject to audit by the audit-staff under the Local Audit Department.

2. Therefore, all Departments concerned are requested to ascertain, before communicating financial sanction accorded to a certain institution/organisation to the Examiner, as to whether its accounts are subject to audit by the audit staff under him. In case, these are found to be otherwise and it is desired that such accounts should, in the interest of public finance be entrusted to the Examiner for audit, these may be taken up with Finance Department in order to arrange necessary audit by the Examiner.

<sup>1</sup> See preceding circular.

**15. Arrears.**

1. No.  
FM.120/35/1,  
dated 10/01/56

**Sub :- Controlling officers to ensure their claims do not become arrears.**

All controlling officers should take every possible care to ensure that claims for payment of pay, leave salary, increments etc. do not fall into arrears except for unavoidable reasons beyond their control. Government will hold the controlling officers personally responsible for delays in payment of claims caused without valid and adequate reasons.

2. No. FBE-43/60/3,  
dated 18/03/60

**Sub :- Need to reduce arrears claim.**

All steps should be taken to reduce the number of arrears claims requiring pre-audit. According to rule, increments should be drawn as a matter of course unless it is withheld. Such payments should not be allowed to fall into arrears except under special circumstances.

3. No. FM.13/61/3,  
dated 01/06/61.

**Sub :- Procedure for authorising claims of over six years.**

Claims over 6 years which cannot be effectively investigated in audit office are required to be referred to Finance Department. In such cases the administrative authorities and Finance Department should satisfy themselves in this respect before it is authorised. Though responsibility rests mainly with the administrative authorities as they are in the best position to check up a claim, Finance Departments would also have to satisfy themselves about the accuracy etc. before agreeing to ad-hoc payment in these cases.

2. All Administrative departments should forward such claims to Finance Department with full particulars in the proforma below.
3. It should be invariably certified by the Administrative departments that the accuracy and admissibility of the claim has been checked with reference to the corroborative records and that it has not been paid earlier.
4. In those cases whenever it is not practicable for the Administrative departments to call for the original or attested copies of the relevant records to verify the accuracy etc. or the arrears claims, it will suffice if the head of the office concerned, furnished full facts of the case as per enclosed proforma and also a certificate to the effect that the claim has been checked and verified with reference to corroborative records available in his office and that the same has not been drawn and paid previously.

**PROFORMA**

1. Name of the claimant.
2. Nature of the claim (detailed history as to how the claim has arisen should be given).
3. Details of claims (a) period (b) rate per month (c) amount due.
4. Reasons for delay in settlement (the time taken at various levels should be indicated).

5. Efforts made by the claimant to get the settlement of the claim expedited and with what results.
6. Whether non-payment of the claim will affect the pension.
7. Whether claim was referred to the audit officer concerned for investigation and if so with what results.
8. Details of records, orders/and or other corroborative evidence on the basis of which the claim is considered to be indisputably due. (Relevant extracts duly attested should be enclosed where it is not possible to submit records in original).

**Note :-** Power of sanction pre-audit over six years has been delegated to the Administrative Department vide serial 15 under Schedule I of the Delegation of Financial Power Rules, 1960.

#### 16. Age.

I. U.O. No.  
FE.730/83/4, dated  
22/08/83

##### **Sub :- Correction of Age.**

Instances have come to the notice of this Department that most of the Departments initiate proposal for correction of the date of birth in respect of Government servants under their administrative control on the basis of affidavits executed by parents or records other than the original matriculation certificate even though the matriculation certificate or equivalent certificate is the basis as per provisions of S.R. 8 for recording age of a Government employee. It is, therefore, requested that wherever an employee under your administrative control applies for correction of age on the basis of documents other than the matriculation certificate or equivalent certificate, a report from the District Magistrate/S.D.M concerned should invariably be obtained to verify the correctness of the age claimed. The D.M./SDM(C) should be asked to have the enquiry conducted by an Executive Magistrate and to give his specific views. Only after such a report has been obtained the proposal should be submitted to Finance Department alongwith your specific views.

#### 17. All India Services.

I. O.M. No.  
FEC(II).38/93/5  
5, dated  
06/12/95.

##### **Sub :- Cadre management in respect of the All India Services (IAS/IPS/IFS)**

The undersigned is directed to say that the All India Services viz., the Indian Administrative Service, the Indian Police Service and the Indian Forest Service are subject to the All India Services Act, Rules made thereunder and various instructions and guidelines issued by the Government of India on the matter. For proper cadre management of these Services, the concerned Administrative Department viz., the Personnel Department for the IAS, the Home Department for the IPS and the Forest Department for the IFS shall ensure that there is complete compliance with the provision of the Act, Rules and the instructions/guidelines of the Government of India before initiating any proposal for promotion, posting, etc. or any other service matter, such as



creation of ex-cadre post or its continuance, etc. concerning these Services. It is not to be done in a hurried manner without meeting the full requirements of the existing provisions of the Act, Rules, instructions/guidelines, etc. on the matter. It shall be the responsibility of the Secretary of the Department to ensure that there is strict compliance with this. Any hurried action taken otherwise creates not only complication but also affects the credibility of the State Government. The Personnel Department, the Home Department and the Forest Department are requested to take necessary action in accordance with this Government instruction.



## 1. Budget.

I. No. BB.42/37/12,  
dated 02/06/58

Sub :- Preparation of budget estimates.

1. Government have accepted the proposals by the Accountant General, Assam (reference Government letter No. BB.42/57 dated 20/01/1958), regarding the extent of help to be rendered by the Accountant General in the preparation of Annual Budget Estimates of the State subject to the condition that the A.G. will furnish 7 monthly and 5 monthly figures of actuals along with last year's actuals for avoidance of inaccuracy in the Budget estimates.

2. Unlike other years Accountant General will not prepare both receipts and expenditure budget estimates of State Government of which he is not controlling officer and as such from this year all estimating officers shall submit their budget after filling up all columns in the budget forms accurately with proper explanation wherever necessary to Administrative or Controlling Departments as the case may be and Finance Department simultaneously. The Administrative and Controlling Departments in their turn shall consolidate the budget estimates in Major, Minor and Sub-headwise, examine and scrutinise the proposals and then submit the estimates to the Department with their comments if any. They are also to prepare estimates of pay and allowances of gazetted officers, viz, Secretary, Deputy Commissioners, Judges, S.D.C.s and other officers under each Major head with which they are concerned. For charged expenditure they may consult Account General by deputing their Assistants for examining the provisions and expenditure with their Audit Register. Administrative and Controlling officers shall also prepare Revenue Receipts budgets in consultation with their Audit Register. Administrative and Controlling officers shall also prepare Revenue Receipts budgets in consultation with their respective Heads of Departments and submit to Finance (B) Department after filling up all columns with necessary explanations.

**Sub :- Issue of sanctions/approvals for expenditure from budget in time.**

2. No.  
BB(1).98/68/4,  
dated 17/10/68

The late issue of sanction in the financial year, often in the month of March,<sup>2</sup> leads to hurried and un-planned spending. The following action should be taken forthwith before the schemes are included in the budget estimates :-

1. There should be prior post budget discussions so far as plan provisions are concerned and all such discussions must be completed by the month of May.
2. All financial sanctions on the basis of prior post budget discussions must be issued by the end of July.
3. All proposals for revised administrative approval on both plan and non-plan schemes must be submitted to Finance Department by the middle of December at the latest.
4. All other proposals like grants-in-aid must be submitted to Finance by 15th of February at the latest. Proposals after that date will not be accepted by the Finance Department. All proposals after that date should be taken up only on special grounds by the Secretary of the Department concerned with the Secretary Finance direct.

Controlling officers failing to make surrenders within the 15th of March every year will be marked out for being reported to the Chief Minister for suitable action as deemed necessary. Moreover, budget estimates for their officers are likely to be very seriously curtailed for their failure to observe proper budgetary provisions.

3. No.  
BB(1).89/61/1,  
dated 19/06/61

All Heads of Departments and Controlling Officers should ensure that the instructions of the Public Accounts Committee (vide serial no. 6 of Chapter-I), that necessary Supplementary Demand should be taken in due time for any anticipated extra expenditure over the Budget Provision, are followed. In case it is not possible for any reason to make provision through Supplementary Demand, steps should be taken well in time to cover such anticipated excess expenditure at least by an advance from the Contingency Fund<sup>3</sup> before incurring the expenditure in the form below :-

## FORM 'A'

## PROPOSAL FOR ADVANCE FROM THE CONTINGENCY FUND FOR THE YEAR.

<sup>2</sup> See also No. BB(1). 23/59/23 dated 27/01/61.

<sup>3</sup> See also No. BB(1). 48/64/3 dated 15/01/66.

Major, Minor Sub and detailed Head of Account	Provision made in the current year's budget	Expenditure up-to-date	Additional amount required during the financial year	Reason why the expenditure is to be treated as unforeseen	Amount sanctioned by the Government	Remarks.
1	2	3	4	5	6	7
Total :-						

Memo No. \_\_\_\_\_

Dated, the \_\_\_\_\_ 19 \_\_\_\_.

Submitted in triplicate to the Secretary to the Government of Assam in the Finance Department for  
favour of necessary action.

Secretary to the Government of Assam.

\_\_\_\_\_ Department

An advance of Rs. \_\_\_\_\_ is sanctioned from the Contingency Fund for Expenditure during the  
\_\_\_\_\_ under the head as mentioned.

\_\_\_\_\_  
\_\_\_\_\_

By order etc.

Secretary to the Government of Assam,  
Finance Department.

Dated, the \_\_\_\_\_ 19 \_\_\_\_.

Memo No. \_\_\_\_\_

Copy forwarded to :-  
for favour of necessary action.

\_\_\_\_\_  
\_\_\_\_\_

By order etc.

Secretary to the Government of Assam,  
Finance Department.

**2. Banks.**

1. G.O.L.F.No.  
9(3)BC/67, dated  
21/03/73.

2. No.  
FTC.31/71/81,  
dated 23/06/73

**Sub :- Bank guarantee scheme - release of expired guarantee bonds to guarantor Banks.**

In many cases Government Departments do not release the bank guarantees executed in their favour when the contracts are fully executed, but retain them for a considerable period thereafter. Such guarantees continue to form part of the Bank's contingent liabilities.

Since a norm has been laid down by the Reserve Bank for the total unsecured guarantees which may be furnished by a bank, retention by Government Departments of guarantees long after the execution of relative contracts restricts the bank's ability to provide further guarantees to its customers.

Administrative Ministries/Departments should effect release of bank guarantees without delay on the fulfilment of the conditions of the contracts in respect of which the guarantees have been executed.

3. G.O.L.No.  
F.16/2/66-SB,  
dated 18/06/66

4. No.  
FTC.17/64/78,  
dated 02/08/66

**Sub :- Banking arrangements for local bodies, statutory authorities, Government Corporations and Companies.**

(a) All State co-operative banks, and (b) such of the Central co-operative banks which, at the time of making deposits, have been classified for a period of not less than three years continuously as being either "category A" or in "category B" according to the audit classification of the Registrar of Co-operative Societies or any other competent authority appointed for the purpose by the State Government, should rank equally with the State Bank of India and its subsidiaries for the purposes of the said office memorandum dated 11th March 1964 and should be eligible to receive deposits from local bodies, statutory authorities, societies incorporated under the Societies Registration Act, 1860. Universities or Institutes of Technology which derive the bulk of their income from Government grants or from cesses and Government corporations or companies wholly owned by Government or in which more than 50 percent of the capital is held by Government in the same manner and to the same extent as prescribed for the State Bank of India or its subsidiaries in the said office memorandum. In case the audit classification of any Central Co-operative Bank is changed after the date on which a deposit has been made, the existing deposit in that bank should be withdrawn (a) within a period of six months in the case of current accounts and (b) as and when the deposit matures in the case of any other accounts. In case there is any doubt about the audit classification of any Central Co-operative bank a reference may be made to the Registrar of Co-operative Societies concerned or to any other competent authority appointed for the purpose by the State Government, before the funds are deposited with the bank concerned.

2. Reference para 1 (i) of Department of Economic Affairs O.M. No. F.11(I)-BC/64 dated 11th March 1964, wherein it was prescribed that all local bodies should keep their funds with Government in a personal or other deposit account at a treasury or sub-treasury. It is clarified that it is not the intention of Government to change, by these instructions the situation in those States where the Co-operative Banks

have already been permitted by the State Government, either under the provisions of any act of the State Legislature or under rules made thereunder to accept deposits from local bodies, provided the co-operative banks in question are qualified to accept deposits in accordance with the instructions contained in paragraph 1 above.

3. Reference para 1 (i) *ibid*, wherein it was further stated that all statutory authorities, societies incorporated under the Societies Registration Act, 1860, and Universities or Institutes of Technology which derive the bulk of their income from Government grants or from cesses should, as far as possible, keep their cash balances and funds with Government in a personal deposit or other account at a treasury. It has now been decided that, where the funds at the disposal of such authorities are not wholly derived from Government grants or cesses and where the funds obtained from other sources can be distinguished or segregated, such funds may be deposited with the State Bank of India or its subsidiaries or with the selected co-operative banks referred to in para 1 above.

5. No. BW.2/39/3,  
dated 29/01/39

**Sub :- Opening of bank accounts by departmental officers.**

1. Rule 9(I) of the Assam Treasury Rules lays down that special permission should be obtained from the Government before the opening of a Bank account by departmental officers in their official capacity. In applying for the permission it is requested that the officers state specifically :-

- (a) the source and nature of the funds deposited into the bank accounts ;
- (b) the necessity of retaining funds in a bank account instead of meeting the expenditure for which they are intended or remitting them into the Government treasury ;
- (c) the special reasons, if any, for maintaining current account with such banks.

2. If no prior approval from the Government was obtained for the opening of these accounts with private banks, the officer concerned is instructed to obtain immediately *ex post facto* approval for the same. If such officer fails to apply for and obtain the requisite permission from the Government within three months from the date of receipt of this letter, Government may take steps to freeze the funds in the unauthorised bank accounts.

6. No. FIP.2/92/1,  
dated 03/01/92.

**Sub :- Regular holding of meetings of the District Consultative Committee,  
District Level Consultative and Co-ordination Committee and District  
Level Review Committee.**

I am directed to state that, in the State Level Banker's Committee Meeting held on 30/12/91, it was observed that the meeting of the forums mentioned in the subject above are not being held regularly. As a result, the monitoring on the performances of Government sponsored schemes and other allied matters relating to bank finances are not done. The State Level Banker's Committee desired that such meetings are shall be held as per schedule in D.C.C. and D.L.C.C. once in every quarter and D.L.R.C. half yearly.

Although the Deputy Commissioner is the District Development Commissioner, the Additional Deputy Commissioner (Development) and the Decentralised Planning Cell should look after all the aspects of

Lead Bank schemes and priority lending. They are to liaise with bank for this purpose and are charged with the responsibility of co-ordinating with concerned Government functionaries in all matters relating to DCP/ACP and holding of above mentioned meetings of the forums regularly. Copies of the minutes of the meetings are also to be forwarded to the Institutional Finance Department, Government of Assam regularly for monitoring.

The concerned Lead Bank Officer may kindly be advised to keep in touch with the Additional Deputy Commissioner (Development) so that the meetings are held regularly, and a responsible officer may kindly be directed to act on behalf of Deputy Commissioner in his absence.

### 3. Bills.

1. No. BB(D).77/61,  
dated 11/02/64.

**Sub :- Need to minimise number of bills submitted to Treasury for similar claims under the same head of account.**

The practice by some drawing officers of presenting a number of separate bills while presenting claims to the Treasury, although the claims are similar and debitable to the same head of account, resulting in a wastage of Government forms which are in short supply and in additional work for both the Drawing Officer and the Treasury, should be stopped immediately and economy ensured without detriment to the efficiency of the work.

2. No.  
BB(D).80/62/A,  
dated 17/08/62

**Sub :- Requirement of countersignature of Departmental Secretary for drawal of discretionary grants.**

3. AG, Assam's No.  
TM.33/58/3895,  
dated 18/08/1959

The drawal of bills under 'Discretionary Grant' is regulated under Note I to S.O. 53 of Government of Assam T.R.'s and S.O.'s made thereunder. The bills require countersignature of the Military Secretary to the Governor of Assam or the Secretary of the Department, as the case may be under S.O. 181, the treasury officer is required to verify the signature on the bill and unless the countersigning authority sends his specimen signature to the treasury as required under T.R. 29, the treasury officer cannot conduct this check.

The difficulty may be obviated if the specimen signatures of the countersigning authorities, duly attested by an officer, whose signature is already at the treasury are furnished to the treasury officer. In case of a change of office the relieved officer may forward the specimen signature of the relieving officer.

4. No.  
BB.33/58/111,  
dated 03/09/59

**Sub :- Submission of specimen countersignature for drawal of discretionary grants.**

Reference A.G. Assam's letter No. TM/33/58/3895 dated 18/08/1959, all Departments of the Secretariat are to furnish specimen signatures of the countersigning authorities to the Treasury

Officer as suggested by the A.G. to obviate difficulties experienced by the Treasury Officers in passing the bills in respect of discretionary grants.

5. No.  
BB(I).57/64/2,  
dated 13/06/64.

**Sub :- Daily verification of proceeds of passed bills and tokens of uncashed bills.**

All drawing and disbursing officers, cashiers and officers-in-charge of cash should ensure that at the close of the day's business the proceeds of the passed bills as also the tokens of uncashed bills are verified and accounted for in the cash book and other registers maintained for the purpose.

6. No. FM.34/57/6,  
dated 20/03/57

**Sub :- Procedure for drawal of Abstract Contingency Bills.**

1. Correct procedure should be followed in the drawal of abstract contingent bills, as per following instructions :-

- (I) Only such charges as are mentioned in Appendix "D" of the Assam Contingency Manual or specifically so authorised by Government should be treated as countersigned contingencies.
- (II) Such charges should be drawn on countersigned contingent bills (Form No. 6) as far as possible.
- (III) If it is absolutely necessary to draw the amount on the abstract contingent bill, full details of the charges should be given.
- (IV) Certificate on the abstract bills should not be signed as a matter of course. The Drawing Officers' personal responsibility should be to sign the certificate after personally satisfying themselves that the detailed countersigned contingent bills have actually been sent to the controlling officer.
- (V) The drawing officers should be required to submit to the controlling officers a list of the abstract contingent bills drawn during the month by the seventh of the following month.

2. It should be the duty of the controlling officer (a) to watch the submission of the list mentioned in (V) above, (b) to watch that the detailed countersigned contingent bills are submitted to them within the prescribed period by all the drawing officers and to see that all such bills are sent to the office of the A.G. Assam so as to reach there by the 25th of the following month at the latest.

7. No. FM.79/87/4,  
dated 19/08/87

**Sub :- Regularisation of A.C. bills,**

In continuation of Finance (Budget) Department's circular No. BB(I) 192/70/1 dated 10/11/70, I am directed to say that intimation regarding regularisation of A.C. Bills may be invariably sent to the concerned treasuries by the Drawing and Disbursing Officers.

8. No.  
FM.135/87/1. dated  
09/12/87

**Sub :- Issue of sanction for drawal of fund in A.C. Bills.**

At present, sanction letters for drawal of A.C. Bills are being issued by Finance (AF)



Department. This has resulted in enormous paper work in Finance Department. In order to expedite the issue of sanction, it has been decided that henceforth administrative departments may issue the sanction letters for A.C. Bills quoting the U.O. reference of Finance (AF) Department. The treasuries will admit the bills only when the U.O reference is mentioned.

9. FM. 135/87/16,  
Dated, 08/03/88

**Sub :- Requirement of concurrence of Finance Department for drawal of fund by A.C. bills.**

I am directed to invite a reference to Government O.M.No.FM.135/87/1 dated 09/12/87 and to say that instances of issue of sanctioning letters for drawal of fund in A.C.bills without obtaining prior concurrence of Finance (A.&F.) Department have come to the notice of Government. It is reiterated that the revised procedure has been introduced in order to expedite the issue of sanctions but prior concurrence of Finance (A.&F.) Department has to be obtained in each case and the U.O. reference quoted in the sanctioning letter.

At the time of entertaining and before passing the A.C.bills, you should ensure that the concurrence of Finance (A.&F.) Department has been indicated in the sanctions.

10. FM. 135/87/98,  
dated 08/09/90

**Sub :- Drawal of advance in A.C bill for payment of P.O.L. charges.**

Consequent upon the decision of the petroleum dealers to discontinue supply of P.O.L. on credit, Government allowed drawal of lump sum amount required for purchase of P.O.L. in A.C bill. While allowing such A.C drawal, certain conditions were laid down, one of which is that each Drawing and Disbursing Officer should in the first week of every month submit a special report to the respective controlling officer including the total amount of A.C drawal drawing the previous month for purchase of P.O.L., amount remaining unspent at the end of the month and the amount remaining uncovered by submission of D.C.C. bills at the end of previous month. The controlling officer in turn should submit a consolidated statement in respect of all officers under his control to Finance Department by the third week of every month.

2. Controlling officers have not by and large, complied with this procedure and as a result, there is no check, what-so-ever, on purchase of P.O.L. by various departments.

3. Government have, therefore, decided in partial modification of O.M.No.FM.87/73/16 dated 28/12/73 that such drawal of fund by A.C bill for purchase of P.O.L. will be subject to availability of fund under L.O.C.

4. The Drawing and Disbursing Officers while submitting A.C bills to Treasury for drawal of fund for purchase of P.O.L. should indicate the fund position under L.O.C. on the body of the Bill. The Drawing and Disbursing Officer should also strictly follow the instruction regarding regularisation of such A.C Drawals by submission of D.C.C.bills by the next month. A certificate to this effect that no A.C bill for more than two months old are pending for regularisation should also be furnished on the body of A.C Bill.

**Sub :- Drawal of bills in the month of March.**

11. No.  
BB(I).23/39/23,  
dated 27/01/61

1. Steps should be taken to avoid heavy rush of bills during the last few days of March by spreading presentation of bills into the Treasuries/Sub-Treasuries evenly throughout the month of March.<sup>10</sup>

2. All controlling and disbursing officers are alerted to take all possible steps from now to ensure that the grants do not lapse due to the failure in obtaining Accountant General's sanction in good time and the connected bills, being passed by the Treasury Officer/Sub-Treasury Officer concerned as early as possible, are presented for payment at the Bank before 2 P.M. positively on last 2/3 days of March.

12. No.  
BB(I).482/39,  
dated 29/02/60

**Sub :- Timely drawal of scholarship bills to avoid hardship to students.**

1. In order to avoid delay in the payment of Scholarship money to the scholars studying outside the State of Assam but within the territories of Indian Union, the following procedure should be followed in the payment of scholarship money to these scholars.

2. The scholarship bill in respect of these scholars may be drawn in 4th week of the month to which the scholarship relates and may be remitted by bank draft to the heads of institutions concerned with the instructions to handover the draft or cash to the scholar concerned immediately after the close of the month subject to the fulfilment of the conditions attaching to the award of scholarship.

3. The following certificate will have to be furnished by the drawing and disbursing officers in the scholarship bill :-

- (i) Certified that all scholarship drawn for the period ending the 2nd preceding month have duly been disbursed to the proper persons.
- (ii) Certified that the conditions attached to the scholarships regarding conduct, regular attendance etc. of the students have duly been fulfilled in the case of scholarships drawn for the period ending the 2nd preceding month.

13. No.  
BB(I).31/61/pd/14,  
dated 03/10/61

**Sub :- Bill not be endorsed for payment to person who prepares them.**

As suggested by the Accountant General, Assam all drawing officers are advised not to endorse bills for payment to the same person who prepares them in order to avoid any risk of fraudulent drawal of bills.

14. No.  
BB(I).39/61/2,  
dated 20/04/62

**Sub :- Endorsement of bills to party concerned to avoid unnecessary handling of cash.**

<sup>10</sup> See also No. BB(1). 98/68/4 dated 17/10/68 earlier on in this chapter.

According to the rule 303(I) of the Central Treasury Rules Vol. I, a Contingent bill for payment to suppliers etc. which cannot be met from the permanent advance may be endorsed to the party concerned. The same procedure should be uniformly followed by the drawing officers in the State also to avoid unnecessary handling of cash.

The drawing officers should be advised to adopt the same procedure invariably in such cases and to prepare the bills and endorse the same in favour of the suppliers who will obtain payment from Treasury/State Bank instead of drawing the money in cash and sending the same to the party concerned through messengers. The payee will have to furnish necessary stamped receipt on receipt of the bill.

15. No.  
BB(I).50/62, dated  
27/08/62

**Sub :- D.D.Os. to sign bills etc. in ink.**

Assam Treasury Rules.

The drawing and disbursing officers should sign bills and other documents with money value invariably in ink in accordance with Subsidiary Orders 56(c) of the

16. Director of  
Accounts U/O  
DA.II/62/27, dated  
30/03/62

**Sub :- D.D.Os. to authenticate each entry in transit register for treasury.**

17. No. BB (I).  
55/62/6, dated  
24/09/62

1. The Transit Register has been introduced by the Government with a view to ensuring that only the genuine bills passed by the Drawing Officers are accepted for encashments at the Treasury. But the registers as has been prescribed and maintained, leave scope for manipulating entries of fraudulent bills therein especially in collaboration with the staff of the office concerned in as much as the entries made in the Transit Register are not authenticated in any way, and entries in the Bill Registers and the Transit Registers are not generally compared. This lacuna in the system may be removed by the officer signing the bills by putting his initials against the entry made in the Transit Register at the time of initialling the corresponding entry in the Bill Registers.

2. Treasury Officers should note in the Transit Register the particulars of the tokens against the bills presented at the Treasury and to ensure that no bill is accepted for payment unless its entry in the Transit Register is authenticated by the Drawing Officer with his initials.

18. No.  
BB(I).286/63/14,  
dated 03/04/64

**Sub :- Record/checking of specimen signatures by treasury officer and accountant to present frond.**

In order to put a stop to the defalcation of Government money due to the passing of forged bills and cheques at Treasuries, the following measures are adopted in the Treasuries :-

1. In accordance with S.O. 181 of the Assam Treasury Rules examination of bills is entirely the responsibility of the Accountant, even if due to the voluminous character of the bills in a Treasury, it become necessary to entrust the work to any subordinate not below the rank of Upper Division Assistant.

2. The guard file for specimen signature should be maintained properly and carefully and specimen signatures filled in systematically in alphabetical order according to the designation of the Drawing Officers. Obsolete signatures in the file should be cancelled to avoid confusion.
3. Two sets of specimen signatures in two different guard files should be maintained, one for the use of Treasury Officer and the other for the Accountant. Verification of the signature of the presenter of a bill should be the sole responsibility of the Accountant and the Treasury Officer should supplement it by constant reference to his copy before he passes an order for payment.
4. Treasury Officer should not accept the specimen signature of any Drawing Officer for record in the Treasury unless it is duly attested by another gazetted officer whose signature is already recorded in the Treasury. Treasury Officer should also carefully verify the signature of the attestee before the specimen signature is recorded in the Treasury. Specimen signatures should always be sent to the Treasury in sealed covers.
5. As soon as the Last Pay Certificate of any relieved officer is issued, Treasury officer should see that no claim preferred by him is entertained in the Treasury unless it is countersigned by the relieving officer, if due to any reason a claim preferred by the relieved officer could not be passed for payment during his tenure.
6. Treasury officer should strictly adhere to instructions contained in Finance Department Memo No. BB(I)55/62/6(a) dated 24/09/1962 regarding the entry to be made by the Drawing Officers in the Transit Register.

#### 4. Bungalow Peons and Causal employees.

I. O.M. No. FEB.  
108/81/3, dated  
16/12/81

**Sub :- Creation of post of bungalow peon of officers of the rank of Joint Secretary and above in the Assam Secretariat and Directors of Heads of Departments.**

The Governor of Assam is, after due consideration, pleased to decide that officers of the rank of Joint Secretary and above in the Assam Secretariat and Directors of Heads of Department are to be entitled to one bungalow peon each for discharging duties like attending telephone calls, receiving and delivering daks, etc., in the residence of the officer concerned.

The peon shall be entitled to a consolidated salary of Rs. 450/- (Rupees Four Hundred Fifty) only per month (all inclusive). He may be entertained by the officer for the period for which he remains in such office from the actual date of entertainment and when the officer vacates that office, the services of the peon so engaged shall stand terminated. The officer entertaining the peon may either appoint a person of his choice or take a regular peon from the office/Secretariat in which the officer is working. The peon selected by the officer should generally conform with the qualifications laid down for such posts. Such bungalow peons who have completed more than five years of continuous service may be considered for absorption in the regular cadre of Grade IV of the concerned office. The bungalow peon should be borne outside the regular cadre of peons and the expenditure on this account will be debatable to the detailed head '2-Wages' in the concerned major/minor/sub-head of account.

While S.A. (E) Department has already issued necessary sanction for creation of posts of bungalow peon for officers of the rank of Joint Secretary and above in the Assam Secretariat, other administrative departments are hereby vested with the power for creation of post(s) of the Bungalow peon for each of the officers of the rank of Director of Heads of Department, for the above purpose and subject to necessary budget provision being available.

The terms and condition under which the appointment is to be made as detailed above should be strictly adhered to.

2.O.M. No.  
FEG.31/86/53,  
dated 21/11/89

**Sub :- Revision of fixed salary admissible to casual employees and bungalow peons.**

The Governor of Assam is pleased to revise the fixed salary of Rs. 370/- admissible to the casual employees in various district offices and offices of Heads of Department appointed on whole time basis to Rs. 750/- per mensem with effect from 01/08/89.

2. The Governor of Assam is further pleased to enhance the monthly consolidated pay of bungalow peon from Rs. 510/- to 750/- P.M. with effect from 01/08/89.

No other allowances will be admissible over the fixed salary/consolidated pay of Rs. 750/-.

3. O.M. No.  
FEG.31/86/73,  
dated 30/10/91

**Sub :- Revision of fixed salary admissible to casual employees and bungalow peons.**

The Governor of Assam is pleased to revise the fixed salary of Rs. 750/- admissible to the casual employees in various District Offices and Offices of Heads of Departments appointed on whole time basis to Rs. 900/- per mensem with effect from 01/01/89.

The Governor of Assam is further pleased to enhance the monthly consolidated pay of bungalow peons from Rs. 750/- to Rs. 900/- per mensem with effect from 01/01/89.

No other allowances will be admissible over the fixed salary/consolidated pay of Rs. 900/-.

C

## 1. Contingency Fund.

1. AG Assam No.  
BK.H.2-1/69-  
70/328, dated  
01/01/70.

2. No.  
BB(I).60/69/69,  
dated 09/02/70.

### Sub :- Points to be considered before grant of advance from contingency fund.

The advances from the Contingency Fund can be sanctioned after considering the following points :-

- (i) The circumstances in which the expenditure could not be included in the Budget ;
- (ii) The reasons for which expenditure could not be postponed till the voting of the Supplementary demand ; and
- (iii) Whether the amount could be provided for by re-appropriation from the existing grants.

Full reason and justification should be recorded for recommending advance from Contingency Fund in Cols. 4 and 6 of Form 'A' prescribed under Rule 11 of the "Assam Contingency Fund Rules."

3. No.  
BB(I).48/64/3,  
dated 15/01/66

### Sub :- Conditions to be fulfilled before taking any advance from contingency fund.

The following conditions should be fulfilled for taking any advance from Contingency Fund :-

1. the expenditure should be of very urgent and imperative nature which cannot wait for regular provision in the Budget or through Supplementary Demand,
2. the Scheme, for which advance is asked for, is such that failure to implement it would mean risk of life and property, such as measures to deal with flood, erosion and other natural calamities,
3. the scheme is fully or partly financed by Government of India or other sources and unless it is put into operation, Government will lose such assistance, and
4. there is no possibility of the expenditure being met by re-appropriation of savings.

Before a proposal for advance from Contingency Fund is mooted the Department should scrutinise its budget to verify whether the amount required till regular provision is made cannot be found out from savings and such a certificate should always be given along with the proposal.

4. Comptroller,  
Assam's No.  
HR.Rep.23/50/81-  
281, dated 03/08/51

**Sub :- Expenditure incurred out of advances from the Contingency Fund should be recorded separately.**

5. No. BB.12/55/84,  
dated 27/07/56

1. The expenditure incurred by any department out of advances sanctioned from the Contingency Fund of the State of Assam should be recorded separately under a new section of the accounts to be opened for the Contingency Fund with the same details as it would have been shown if it had been paid out of the Consolidated Fund of the

State in the ordinary course. It has also been decided that all advances from the Contingency Fund and repayment of those advances should be reflected in the regular accounts. In order to facilitate the correct accounting of expenditure met out of advances from the Contingency Fund in the manner aforesaid, all bills and vouchers for the drawal of moneys from such advances should contain the word "Contingency Fund" prominently written in red ink at the top of the bill or voucher. This, however, does not dispense with the necessity of furnishing the usual classification of expenditure in the bill or voucher. Expenditure to be met from the advances from the "Contingency Fund" should be drawn in separate bills and the same bills should not include charges to be met out of the Consolidated Fund, already provided for in the budget grant and the advances from the Contingency Fund. In this connection, attention is invited to Rules 7 and 8 of the Assam Contingency Fund Rules, published with the Government of Assam, Finance Department Notification No. BB.63/50/31(Part I) dated 14th August, 1950 and the instructions contained therein.

2. As soon as Supplementary Appropriation Acts covering the advances from the Contingency Fund are passed, all expenditure booked separately in the accounts under the Contingency Fund, shall be transferred in the office of the Accountant General to the respective major, minor and detailed heads of accounts of the Consolidated Fund of the State. All subsequent bills after the passing of the Supplementary Appropriation Act, should, therefore, be drawn as pertaining to the Consolidated Fund of the State in the ordinary course.

3. It should also be ensured that the actual expenditure out of advances from the Contingency Fund does not exceed the sanctioned amount. If the expenditure is likely at any time to exceed the sanctioned advance, steps should be taken forthwith to stop further expenditure till either additional advances are sanctioned or supplementary grants are voted by the legislature.

6. AG, Assam's No.  
BK.4/55-56/849,  
dated 22/10/56

**Sub :- Monthly reconciliation of accounts of funds taken as advance from the contingency fund.**

1. To ensure the correct accounting of the transactions relating to the Contingency Fund, necessary instructions may kindly be issued again by Government to all the Departmental officers to record prominently in red ink the word "Met from Contingency Fund" on all bills and vouchers for drawal of moneys from the Contingency Fund. In this connection it may be considered whether a different kind of bill form of distinctive colour for drawal of such charges may be introduced

to reduce the scope of misclassification of the transactions. A procedure similar to that followed for monthly reconciliation of figures maintained by the departments with those in the books of the office of the Accountant General may also be adopted in respect of the accounts of the Fund so that discrepancies, if any, can be reconciled immediately. In this manner the progress of expenditure met out of the advances from the Contingency Fund can be effectively controlled.

2. The Treasury and Sub-Treasury Officers have also been instructed to submit separate accounts for Part I- Consolidated Fund and Part II- Contingency Fund.

7. No. BB.  
12/55/58, dated  
03/01/57

**Sub :- Marking bills/vouchers clearly for money drawn from Contingency Fund**

1. The words "Met from Contingency Fund" should be prominently recorded in red ink at the top of all bills and vouchers for the drawal of money from the Contingency Fund.

2. Government have also accepted the suggestion of the Accountant General about the monthly verification of accounts relating to the advances taken from the Contingency Fund.

3. The procedure followed for monthly reconciliation of figure as maintained by the Departments should be followed also in respect of accounts of the Contingency Fund, so that the discrepancies, if any, can be reconciled immediately.

8. No. BB.  
13/58/68, dated  
11/09/58

**Sub :- Marking of contingency fund bills.**

In inserting the words "Contingency Fund" at the top of a Bill, special care should be taken to see that these are not written on ordinary contingent bills also.

9. No. BB  
(I).81/63/18, dated  
02/08/66

**Sub :- Marking on contingency fund bills to avoid misclassification.**

With reference to letter No.BB.12/55/58 dated 3rd January 1957, whenever any expenditure is met by an advance from Contingency Fund, the bill should be marked as "Met from Contingency Fund" written boldly in red ink at the top of the first page to avoid misclassification.

10. O.M. No.  
FEC(II).1/89/47,  
dated 17/08/93

**Sub :- Conditions for taking advance from contingency fund.**

Proposals for grant of advances from the Contingency Fund for clearing past liabilities are often sent to the Finance Department by different Administrative Departments. This is not admissible under the Assam Contingency Fund Rules. It is hereby clarified that the Contingency Fund is specifically intended to be drawn in a contingency where there following conditions are satisfied :

- (i) The expenditure is unforeseen and could not be contemplated in the Annual Budget.
- (ii) It is so emergent in nature and cannot be deferred till provision is made by S.D. and



(iii) It is not possible to meet the expenditure out of saving.

To reduce the volume of avoidable reference, it is requested that proposals for advance from C.F. not satisfying the above requirements should not be sent to the Finance Department.

## 2. Contingencies.

1. No.  
BB(I).192/70/1,  
dated 10/11/70

### Sub :- Drawal of A.C. Bills for relief work and submission of D.C.C. Bills.

Only Deputy Commissioners and Sub-Divisional Officers would be allowed to draw Abstract Contingency Bill for giving relief in case of distress, except in the month of March of any year, and no other department will be allowed to draw funds from the treasury on Abstract Contingency Bill at any time of the year except with the specific approval of the Finance Department in individual cases.

The relevant rules provide that no Abstract Contingency Bill can be drawn unless Detailed Countersigned Contingency Bills have been drawn against earlier drawals on Abstract Contingency Bills and certificates to that effect recorded on the subsequent Abstract Contingency Bills. The Accountant General has reported that in many cases false certificates have been recorded on subsequent Abstract Contingency Bills even though Detailed Countersigned Contingency Bills in respect of earlier drawals on Abstract Contingency Bills have not been submitted. Such false certificates amount to serious offence and will be taken appropriate note of for action.

2.  
No.FM.25/79/39,  
dated 08/12/81

### Sub :- Submission of D.C.C. bills essential before any other A.C. bill drawal can be allowed.

I am directed say that it has come to the notice of the Government that most of the Departments come with proposals for drawing money in Abstract Contingency Bills without regularisation of the amounts drawn earlier in A.C. Bills by submission of D.C.C. Bills.

The relevant rules provide that money can be drawn in A.C. Bill only when D.C.C. Bills for the previous amounts drawn in A.C. Bills are submitted and a certificate to that effect recorded in the next A.C. Bill.

It has come to the notice of the Government that money remains unpaid for a fairly long time after drawing the money in A.C. Bill. It is also found that very often proposals for drawing money in A.C. Bills are submitted to avoid lapse of sanction. This is obviously in contravention of the prescribed rules.

It has therefore, been decided that no proposal for drawing money in A.C. Bill will be entertained unless D.C.C. Bills for all previous amounts are submitted and unless the money is required for immediate payment. All the Heads of Departments and Drawing and Disbursing Officers under your administrative control may be suitably instructed on the above lines immediately.

3.  
No.FM.182/78/80,  
dated 09/12/83

### Sub :- Submission of D.C.C. bills in month following drawal by A.C. bills.

It has been observed that inspite of clear and repeated instructions issued by the

Finance Department from time to time to the effect that the drawal of money in A.C. Bills is to be invariably regularised by submitting D.C.C. Bills in the immediate following month, it appears from the records available in this department that some of the departments have not taken timely steps to this regard.

Considering the seriousness of the matter, it has been decided that henceforward no proposal for drawal in A.C. Bill will be considered by the Finance Department unless it is confirmed that all the previous drawals in A.C. Bills beyond one month have been regularised by submission of D.C.C. Bills.

All subordinate Drawing and Disbursing Officers under you may be instructed accordingly.

4. No. FM.33/93/1,  
dated 26/08/93

**Sub :- Drawal of fund in A.C. Bill and regularisation thereof.**

1. As per provision under Rule 21 of Assam Contingency Manual the A.C. bill drawals are required to be regularised by submitting D.C.C. Bill preferably by 5th Day of the following month but not later than the 25th Day of the following month without which no further A.C. drawal is permissible.

2. It has, however, been observed that most of the departments do not follow the above procedure and submit proposals to Finance for further drawal of A.C. without regularisation of earlier drawal and sometimes without even mentioning if any earlier drawal is pending for regularisation. It has now been decided that while submitting the proposal to Finance Department for A.C. Bill drawal the Administrative Department should invariably certify that there is no A.C. Bill, drawn earlier, pending for regularisation.

3. It has also been observed that the Administrative Departments submit proposals which do not contain full details. As such it becomes difficult on the part of Finance to examine the proposals for A.C. drawal.

4. It is, therefore, urged upon all the departments to furnish the following particulars/information while submitting proposals for A.C. drawal :-

- (i) A signed copy of sanctioning letter with Finance U.O. No. when sanction is issued with Finance concurrence along with the relevant file.
- (ii) A signed copy of sanctioning letter quoting the Schedule No./Sl.No. of D.F.P. Rules/Finance Department authorisation letter when sanction is issued under D.F.P. Rules/other delegation along with relevant file.
- (iii) Reasons as to why A.C. drawal is necessary.
- (iv) A certificate regarding position of earlier A. C. drawal as mentioned in para 2 above.
- (v) Whether adequate L.O.C. is available or not.
- (vi) Approval of Secretary for the proposed A. C. drawal.

3. O.M. No.  
EM.53/93/89,  
dated 22/03/95

It has been observed that most of the departments do not follow the procedure and submit proposals to Finance for drawal in A.C. bill without regularisation of earlier drawal in A.C. bill and some times without even mentioning if any earlier drawal is pending for regularisation, although instruction was issued vide this department's O.M. No.EM.53/93/1 dated 26/08/93.

To avoid last minute pressure all departments are requested once again to examine such proposals and submit the same to Finance Department for concurrence for drawal of fund in A.C. bill in the light of the O.M. mentioned above.

Further, it has come to notice of Finance Department that after obtaining approval of Finance Department for drawal of fund in A.C. bill sanctions are issued but copies are not endorsed to Finance Department.

All Departments are also requested to hand over copy/copies of the sanctions issued for drawal of fund in A.C. bill by the Superintendent of the department personally to the Deputy Secretary, Finance (Audit and Fund) Department at least by 1st April, 1995 positively.

### 3. Contingent bills.

1. No.  
FM.106/61/11,  
dated 10/10/61

**Sub :- Endorsement of contingent bills in favour of actual payees.**

In respect of contingent bills involving big amounts where payment is desired by the actual payees at the Treasury Stations where the bills are drawn, necessary endorsement may be made in favour of actual payees on receipt of instructions from them to that effect. Details of individual items should also be given in the bills.

### 4. Contracts.

1. No.  
FM.110/60/42,  
dated 16/03/63

**Sub :- Maintenance of a register for contracts.**

Drawing officers are directed to maintain another separate register in which details of contracts executed by them as well as higher authorities and in respect of which payments are made by them from time to time should be entered together with details of such payments made there against.

2. No.  
FM.110/60/37,  
dated 18/01/63

**Sub :- Endorsement of copies of contracts/agreements to A.G.**

1. Copies of contracts and agreements in the following cases should be endorsed to the Accountant General, Assam.

- (1) All contracts, agreements, purchase orders of all kinds (for supply services, works, settlement of revenue right, sale of forest produce etc.) with financial involvement of Rs. 10,000 and above.
  - (2) All contracts where there are deviations from the standard form (prescribed for contract by the respective department) irrespective of amounts, indicating the actual amounts made.
  - (3) All rate and running contracts including those already executed and are in operation irrespective of the amounts.
2. Drawing officers should quote the reference number and date of contracts, agreements, purchase orders, on all vouchers for payment thereunder.
3. All contracts, agreements etc., should be kept in a guard file meant for the purpose and tenders received in this connection should also be filed with the comparative statements. The comparative statements and the tender or tenders should be kept in another guard file and both these files should be properly indexed and kept upto date.
4. This procedure does not apply in the case of the P.W.D.

## 5. Concessions.

1. FBG.22/89/4,  
dated 09/08/89

**Sub :- Government servants hospitalised/killed by extremists while on duty - concessions thereof.**

In order to ensure security in service and to mitigate financial hardship for those Government servant who are the victims of extremist activities while performing their duties, it has been decided to extend the following concessions with immediate effect :-

- (1) Government servants who are the victims of extremist activities while on duty and required to be admitted into hospitals, the period of their stay in hospital for treatment shall be treated as on duty for all purposes and they will be entitled to full pay and allowances.
- (2) Government servants who are permanently invalidated due to the extremists activities while performing their duties and found not fit to perform their duties shall be entitled to full pay and allowances till the date of retirement.

These concessions are extended in relaxation of provisions of F.R. 17(1) and F.R. 83 of F.Rs. and S.Rs. under operation of FR. 5A.

2. Memo No. FEA,  
30/82/PLI.148,  
dated 06/04/83

**Sub :- Preservation of all circulars/sanctions for Centrally Sponsored Schemes or Central Sector Schemes by Finance Economic Affairs Branch.**

It has been observed that details of approval/sanction of Centrally Sponsored Schemes and Central Sector Schemes together with the information as to actual release of the fund by the Government of India or other agencies are not available at one place in the Finance Department. In

order to streamline the system it is decided that henceforward Expenditure Control Branches should consult and obtain the concurrence of the Economic Affairs Branch before conveying concurrence of any Centrally Sponsored Schemes or Central Sector Scheme.

All circulars relating to approval or sanction of schemes and release of fund concerning the Centrally Sponsored Schemes and Central Sector Schemes should be centrally preserved in the Economic Affairs Branch who should open separate files on each Department. Copies of such circulars, approval/sanctions of Schemes, release of fund, other guidelines etc. of the Central Sector and Centrally Sponsored Schemes should simultaneously be preserved in the concerned Expenditure Control Branches.

## 6. Cheques.

1. G.O.I. No.  
F.10(3)B/65, dated  
17/07/68

2. No.  
BB(1).48/63/66,  
dated 24/08/68

**Sub :- Procedure to be followed for issuing fresh cheques in lieu of original lost before payment.**

In cases where cheques issued by Government Officers are payable at the Bank and have been lost before payment, the following procedure should be followed for issuing fresh cheques in lieu thereof :-

- (i) On receipt of a request for issue of a fresh cheque in lieu of a cheque alleged to have been lost, the Drawing Officer should send an intimation by Registered Post A.D. to the Bank regarding the alleged loss of the cheque and advise it to stop payment if the cheque alleged to have been lost is presented thereafter. A written confirmation about the Bank having recorded the 'Stop Order' should also be obtained from it. However, in cases where the currency of the cheque alleged to have been lost has already expired, in terms of Rule 162 of the Central Treasury Rules, at the time when the request for recording the 'Stop Order' by the Bank is made, no acknowledgement of the 'Stop Order' by the Bank other than a postal acknowledgement due, is necessary.
- (ii) The certificate prescribed in sub-rule (i) of Rule 165 *ibid* should be called for from the Treasury Officer and other Disbursing Officer, like Pay and Accounts Officer set up under the scheme of separation of accounts from audit, who would give the certificate after a search through the list of cheques paid, as provided in sub-rule (2) thereof.
- (iii) The party requesting for a fresh cheque in lieu of a lost one should execute an indemnity bond in the form enclosed. However, in the case of a Government Department or a Bank, the execution of an indemnity bond is not necessary but a fresh cheque should be issued in its favour only on receipt of a certificate stating that it has not received the cheque alleged to have been lost or having received it, it has been lost and that it will be returned to the drawer if found later.

- (iv) On completion of the requirements stated in clauses (i), (ii) and (iii) above, the Drawing Office may issue a fresh cheque in lieu of the lost one under intimation to the Drawl Office.

**FORM**

THIS DEED OF INDEMNITY made on the \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN  
\_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ or (1)  
\_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_  
(2) \_\_\_\_\_ son of \_\_\_\_\_ resident  
of \_\_\_\_\_

etc., carrying on business in co-partnership under the name and style of \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_ a company registered under the Indian Companies Act, 1913/Companies Act, 1956 having its registered office at \_\_\_\_\_ (hereinafter called 'the Indemnifier' which expression shall unless excluded by or repugnant to the context be deemed to include his heirs executors, administrators, legal representatives, successors and permitted assigns) of the ONE PART AND the President of India (hereinafter called 'the Government' which expression shall unless excluded by or repugnant to the context be deemed to include his successors or assigns) of the OTHER PART.

WHEREAS on the \_\_\_\_\_ day of \_\_\_\_\_ Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_ (name of the bank) for Rs. \_\_\_\_\_ was drawn by \_\_\_\_\_ in favour of the Indemnifier.

AND WHEREAS the Indemnifier has represented to the Government that the said cheque has been lost by him/during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the Government has agreed to issue a second cheque for Rs. \_\_\_\_\_ being the amount of the said previous cheque No. \_\_\_\_\_ dated \_\_\_\_\_ upon the Indemnifier giving such indemnity as hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows :-

(1) In consideration of the said premises and of the agreement on the part of the Government in issuing in favour of the Indemnifier a second cheque for Rs. \_\_\_\_\_ being the amount of the previous cheque No. \_\_\_\_\_ dated \_\_\_\_\_ the Indemnifier both hereby agree and undertake to refund to the Government on demand and without demur the said sum of Rs. \_\_\_\_\_ in the event of the said previous cheque No. \_\_\_\_\_ dated \_\_\_\_\_ being presented to and paid by the bankers and to indemnify the Government and keep the Government harmless and indemnified from and against all expenses which may be incurred by the Government in relation thereto or in connection therewith.

(2) The Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF THE parties hereto have set and subscribed their respective hands hereunto on the \_\_\_\_\_ day and year first above written.

Signed by the said Indemnifier in the presence of:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed for and on behalf of the President of India by Shri \_\_\_\_\_ name and designation) in the presence of:

1. \_\_\_\_\_
2. \_\_\_\_\_

### 7. Chit Fund.

1. No. FIF.45/90/Pt.II/1  
6, dated 14/11/91

#### Sub :- Operation of chit funds in Assam.

I am directed to say that the object of the Chit Fund Act, 1982 which was brought into force in the State on 01/03/90 was to regulate Chit Funds. The Commissioner of Taxes was appointed as the Registrar of Chits (RC). After 01/03/90 neither any person nor any organisation can conduct or commence a Chit in the State without previous sanction of the State Government or empowered officer and without registration by the Registrar of Chits. In addition the following requirements of the Act must be fulfilled :

- (i) every Chit agreement must be filed with the Registrar of Chits.
- (ii) every Chit must file a declaration with the Registrar of Chits about subscriptions received.

The Registrar of Chits also enjoys the powers to inspect books and records of the Chits and can appoint inspectors and auditor.

Kindly intimate as to whether all the Chit Funds working in the State are legally recognised or not.

In the light of above, you are requested to give wide publicity about the provisions of the Act regarding to requirement of Government sanction/registration for commencing/conducting Chits. The organisations may also be advised to obtain Government sanction as well as registration with the Registrar of Chits. People in general may also be advised to deal with authorised Chits only.

You are further requested to activate the registration machinery for effective implementation of the provisions of the Act, where necessary.

### 8. Civil Defence.

1. GOI No.  
TM.43/62-63/Pt-  
II/2417, dated  
23/11/64

2. No.  
BB(1).161/62/93,  
dated 02/12/64.

#### Sub :- Reimbursement by Government of India for expenditure on Civil Defence.

It has been decided that reimbursement made by the Government of India to the State Government of expenditure on civil defence, etc. incurred by the latter may be taken in the State Accounts in "reduction of expenditure" and not as "grants-in-aid".

**9. Casual Workers etc.**

I. O.M. No.  
FC(III).2492/3-A,  
dated 12/03/93

**Sub :- Ban on recruitment of casual workers/work charged and muster roll labour.**

It has come to the notice of the Government that most of the Departments have entertained a large number of Casual Workers costing the state exchequer heavily. There being no specific delegation for such recruitment the Governor of Assam is pleased to order stoppage of such recruitment forthwith.

The works Departments, including Animal Husbandary and Veterinary Department and Inland Water Transport Department, have a large fleet of work charged and muster roll employees of different categories. Since a large number of work charged and muster roll employees have already been regularised, Governor of Assam is pleased to order stoppage of such recruitment of work charged and muster roll workers with immediate effect and until further orders in all Departments.

**10. Conveyance allowance.**

I. O.M. No.  
FM.170/XI/1,  
dated 18/02/84

**Sub :- Grant of conveyance allowance to blind/orthopaedically handicapped employees in the State Government services.**

The question of extending some assistance to the blind/orthopaedically handicapped employees of the State Government services, who generally require physical assistance for going to and coming from the place of their duty has been under consideration of the Government. The Governor is now pleased to decide that such of the employees borne on regular establishments (including work charged staff), who are blind or are orthopaedically handicapped shall be granted a conveyance allowance @ 10% of basic pay subject to a maximum of Rs. 50/- per month, subject to the following conditions :-

- (i) An orthopaedically handicapped employee will be eligible for conveyance allowance only if he/she has a minimum of 40% permanent disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together. For purposes of estimation of disability, the standards as contained in the Manual for Orthopaedic surgeon in Evaluating Permanent Physical impairment brought out by the American Academy of Orthopaedic Surgeons, U.S.A., and published on their behalf by Artificial Limbs Manufacturing Corporation of India, G. T Road, Kanpur shall apply.
- (ii) The conveyance allowance will be admissible to the blind/orthopaedically handicapped employees on the recommendation of the Head of Ophthalmological/ Orthopaedics Department of a State Government Hospital as the case may be.
- (iii) The conveyance allowance will not be admissible during leave (except casual leave), joining time or suspension.



(iv) The Government servants having vision less than 3/60 or field vision less than 10, in both eyes will also be eligible for grant of the allowance.

2. The Governor is also pleased to authorise all Heads of Departments to sanction conveyance allowance in terms of these orders. The employees concerned shall accordingly apply for the grant of conveyance allowance to the Heads of their Departments. It shall be the responsibility of the Heads of Department concerned to refer the cases of the concerned employees to the appropriate medical authorities for obtaining their recommendations for the grant of the conveyance allowance. It has also been decided that in cases where handicapped employees are referred by Heads of Departments concerned to State Government Hospitals located at stations outside their headquarters for getting recommendations for grant of conveyance allowance, they may be reimbursed the actual travelling expenses subject to a maximum of T.A. admissible for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journeys, as also at the hospitals, shall however, be treated as on duty. It has also been decided that no fee shall be charged by the State Government Hospitals from the handicapped employees when they are referred to such Hospitals by the Heads of Departments for making recommendations regarding grant of conveyance allowance.

3. The allowance may be granted with effect from the date of issue of this memorandum.

2. O.M. No.  
FM.170/81/18,  
dated 25/02/89

**Sub :- Grant of conveyance allowance to blind/orthopaedically handicapped employees in the State Government services.**

The Government of Assam vide O. M. No. FM. 170/81/1 dated 28th February 1984 sanctioned conveyance allowance @ Rs. 10% of pay subject to a maximum of Rs. 50 P.M. to the blind/orthopaedically handicapped employees of the State Government, who generally require physical assistance for commuting to the place of their duty. It has of late come to the notice of Government that such conveyance allowances has been sanctioned to employees many of who generally do not require any physical assistance for commuting despite their disability to the prescribed extent. It is clarified that the conveyance allowance shall not be admissible to a handicapped employee who does not require any physical assistance for commuting to the place of duty even if he fulfils the other conditions laid down in Finance Department O. M. No. FM. 170/81/1 dated 28th February 1984. All past cases may immediately be reviewed in the light of above clarification.

3. O.M. No.  
FM.67/90/1, dated  
01/01/91

**Sub :- Grant of conveyance allowance to blind/orthopaedically handicapped employees in the State Government services.**

On the recommendation of the Assam Pay Commission, 1988 as accepted by Government vide notification No. FPC. 24/90/128 dated 06/12/90 the Governor of Assam is pleased to order sanction of conveyance allowance to an orthopaedically handicapped employee as admissible in terms of Finance Department's office Memorandum No. FM. 170/81/1 dated 28/02/84, at the enhanced rate of 5% of pay subject to a maximum of Rs. 70/- per month. Other conditions as laid down in Finance Department's O.M.No. FM. 170/81/1 dated 28/02/84 and No. FM. 170/81/18 dated 25/02/89 remain unchanged.

This order will come into force with effect from the date of issue of this Office Memorandum.

**11. Compensatory (city) Allowance.**

**1. O.M. No.**  
**FEB.143/79/140,**  
**dated 24/12/90**

**Sub :- Admissibility of the Compensatory (City) Allowance.**

In pursuance of the recommendation of the Assam Pay Commission, 1988, as accepted by the Government vide Notification No. FPC. 24/90/128 dated 06/12/1990 and published in the Extra Ordinary issue of the Assam Gazette dated 11/12/1990, the Governor of Assam is pleased to sanction Compensatory (City) Allowance @ Rs. 20/- (Rupees twenty) only per month to all the State Government employees both gazetted and non-gazetted working with headquarters at Guwahati irrespective of their basic pay with effect from 1st January, 1989.

State Government Employees stationed at New Delhi and Calcutta are also allowed to draw the same quantum of Compensatory (City) Allowances as admissible in respect of Central Government employees serving in those two cities according to their pay range.

The arrears in respect of this allowances may be paid in cash from 1st August, 1990 (i.e. for the salary of August 1990) onwards as provided under para 18(12) (c) of the Government Resolution. As regards drawal of Compensatory (City) Allowances, from 1st January, 1989 to 31st July 1990, the matter is under review and examination of the Government. Further orders in this regard will be issued in due course.

**2. O.M. No.**  
**FEB.143/79/141,**  
**dated 01/04/91**

**Sub :- Compensatory (City) Allowance to All India Service Officers stationed at Guwahati/Calcutta and New Delhi.**

In pursuance of the recommendation of the Assam Pay Commission, 1988, as accepted by the Government vide Notification No. FPC. 24/90/128 dated 6th December, 1990, and published in the extraordinary issue of the Assam Gazette dated 11/12/1990, the Governor of Assam is pleased to sanction Compensatory (City) Allowance @ Rs. 20/- (Rupees twenty) p.m. only to all the All India Service Officers serving with headquarters at Guwahati irrespective of their basic pay with effect from 1st January, 1989.

All India Service Officers serving in connection with the affairs of the State of Assam and stationed at New Delhi and Calcutta are also allowed to draw the same quantum of Compensatory (City) Allowance as admissible in respect of Central Government employees serving in those two cities according to their pay range.

The arrears in respect of this allowance may be paid in cash from 1st August, 1990 (i.e. from the salary of August, 1990) onward as provided under para 18(12) (c) of the Government Resolution. As regards drawal of Compensatory (City) Allowance from 1st January 1989 to 31st July 1990, the matter is under review and examination of the Government. Further orders in this regard will be issued in due course.

This allowance is admissible only to the All India Service officers stationed at Guwahati/Calcutta/New Delhi, who are not in receipt of either Composite Hill Compensatory Allowance or Special Compensatory Allowance sanctioned by Government of India.

I. O.M. No.  
FEB.145/70/133,  
dated 30/03/91.

**Sub :- Compensatory (City) allowance to the State Government Employees and A.I.S. officers stationed at Guwahati/New Delhi and Calcutta.**

It has come to the notice of the Government that some Treasuries are refusing payment of 50% of the Compensatory (City) Allowance despite issue of a general order vide Government's O.M. No. FPC. 24/90/PT/29 dated 22nd March, 1991 and due to the stipulation made in the last para of Government O.M. No. FEB. 145/79/140-A dated 24/12/90 and third para of Government O.M. No. FEB. 145/79/141-A dated 01/04/91.

It is, therefore, clarified that the expression "arrear arising out of the revision of pay scales" includes inter alia Compensatory (City) Allowance also, hence issue of a further order for C.C.A. alone does not arise.

**12. Copyists/Typist. - Copyists.**

I. O.M. No.  
FEG.23/87/163,  
dated 15/07/88

**Sub :- Prescription of pay scale for copyists/typist copyists.**

The Governor of Assam is pleased to prescribe the pay scale of Rs. 470-12-530-EB-12-590-EB-15-680-20-800/- p.m. with effect from 08/05/87 for the existing Copyist/Typist Copyist of various Departments of the State Government who are already drawing fixed remuneration of Rs. 650/- in pursuance of this Department's O. M. No. FE. 45/83/21 dated 01/12/86. No new recruitment in the cadre of Copyist/Typist Copyist shall be made by any authority without prior concurrence of Finance Department. All Departments who have engaged Copyists/Typist Copyists are requested to immediately take up with Personnel (B) Department for preparation of uniform service rules for these categories of employees.

**13. Conversion/upgradation etc. of posts.**

I. O.M. No.  
FEG.63/84/11,  
dated 22/12/92

**Sub :- Status of permanent Government servant on conversation/upgradation of post.**

Sometimes post/posts are amalgamated, upgraded or converted into a higher scale involving change of designation by abolishing the lower posts etc. A question has arisen whether a Government servant will automatically be treated as permanent in the upgraded post etc. if he happens to be permanent in the lower post. It is clarified that a Government servant permanent in the lower post cannot automatically be treated as permanent in the higher post involving change of designation. In such a case, a Government servant will have to be made permanent in the higher post subject to fulfilment of all conditions required for the purpose as envisaged in the respective service rules.

2. In case of amalgamation, upgradation of post from a lower scale to higher scale without any change of designation as well as nature of duties, a Government servant who is permanent in the lower scale may be treated as permanent in the higher scale from a date to be decided by the Government.

**14. Creation of posts.**

J. O.M. No.  
FC(III).24/92/3,  
dated 12/03/93

**Sub :- Withdrawal of Delegation of Financial Power for creating posts.**

Governor of Assam is pleased to withdraw the power delegated to the Administrative Departments, Heads of Departments, Deputy Commissioners, District and Session Judges and Sub-Divisional Officers for creation of temporary posts under the D.F.P. Rules, 1960 with immediate effect and until further orders.