

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.2/2003/2,

Dated Shillong, the 11th February, 2003.

From : Shri Shreerajan, IAS.,
Commissioner & Secretary to the Govt. of Meghalaya.

To

The Director of Health Services (M.I),
Meghalaya, Shillong.

Subject : Medical treatment outside the State – recommendation of
Air journey and escort.

Madam,

I am directed to say that as per the instruction contained in the OM.No.FM.359/02/1, dt. 28.11.02, A Govt. servant who is allowed to undergo medical treatment outside the State shall be entitled to claim T.A for the journey by the class of accommodation or mode of conveyance as admissible while on official tour.

The matter of economy measure in respect of medical recommendation and re-imburement was raised and considered necessary in the secretaries and select Heads of departments Committee meeting.

Pursuant to discussions and in the light of the instructions as above, it is requested that while recommending treatment outside the State utmost care may please be taken to see that air journey is restricted and only in most genuine and necessary cases where journey by air is considered absolutely necessary, air journey be recommended/permitted. Similar restriction may also be made in the recommendation for escort to accompany the patient.

The above instructions may also please be communicated to the subordinate officers/medical officers under you for compliance and necessary action while recommending cases for medical investigation/treatment outside the State.

Yours faithfully,

Sd/- Shri Shreerajan,
Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.2/2003/2-A,

Dated Shillong, the 11th February, 2003.

Copy to :-

1. All Administrative Departments/Heads of Departments.
2. All Deputy Commissioners/Sub divisional Officers
3. All F.As/F.A.Os/T.Os.

By Orders Etc.,

Sd/-
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

OFFICE MEMORANDUM

Dated Shillong, the 25th August, 2003.

Subject : Medical treatment outside the State.

No.FEM.13/2003/2 - In continuation of O.M.No.FM.359/02/1, dt. 28.11.02, the Governor of Meghalaya is pleased to order that a pensioner while performing journey in connection with medical treatment shall be entitled to claim TA for the journey by class of accommodation or mode of conveyance to which he/she was entitled to while in service according to his/her grade immediately before the date of his/her retirement.

Sd/-

Addl. Chief Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.13/2003/2- (A) Dated Shillong, the 25th August, 2003.

Copy to :-

1. All Administrative Deptt./Heads of Department
2. All Dy.Commissioners/Sub divisional Officers.
3. All F.A/Finance & Accounts Officer.
4. The Accountant General Meghalaya, Shillong.
5. Health Department.
6. Director of Health Services,Meghalaya, Shillong.
7. President/Secretary,Meghalaya Pensioners Association,Shillong.
8. Director of Printing & Stationery for publication in next issue of Meghalaya Gazettee.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.39/2001/1,

Dated Shillong, the 13th November, 2003.

OFFICE MEMORANDUM

Subject : Medical treatment outside the State.

The matter in regard to the claim for re-imbusement of amount on cost of Taxi fares for journey performed by State Govt. employees including pensioners in connection with medical investigation and treatment at Chennai and Vellore has been under consideration by Govt. for sometime now. After taking into account all aspects in the matter it has been decided that in respect of those Government employees/pensioners who are entitled to perform the journey by air or are allowed to perform the journey by air, claim of taxi fare in between Chennai airport and place of treatment shall be allowed at the following rates :-

- (i) Chennai air-port to Vellore and vice versa upto a maximum of Rs. 700/- each way.
- (ii) Chennai airport to Chennai city and vice versa upto a maximum of Rs. 200/- each way.

Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.39/2001/1-A,

Dated Shillong, the 13th November, 2003.

Copy forwarded for information to :-

1. All Administrative Departments/Heads of Departments.
2. All Deputy Commissioners/Sub-Divisional Officers.
3. All F.A/Finance & Accounts Officer.
4. The Accountant General, Meghalaya, Shillong.
5. Health Department.
6. Director of Health Services, Meghalaya, Shillong.
7. Director of Printing & Stationery for publication in next issue of Meghalaya Gazettee.

By Order Etc.,

Sd/-

Officer on Special Duty,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.359/02/1,

Dated Shillong, the 28th November, 2002.

OFFICE MEMORANDUM

The Governor of Meghalaya is pleased to make the following amendment/decision below Rule 73 of the Meghalaya Travelling Rule 1985.

Following new entry shall be added to the State Govt. decisions below Rule 73 Viz.

A Government servant while performing journey by rail, road or air in connection with medical investigation or treatment, on the basis of permission accorded by Director of Health Service/sanctioned by competent authority, shall be entitled to claim TA for the journey by the class of accommodation or mode of conveyance admissible to such Govt. servant while on official tour. Non-Govt. Servant, otherwise eligible to make such claim for reimbursement, shall be allowed actual expenses as per mode of transport as may be allowed.

Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.359/02/1 – (A), Dated Shillong, the 28th November, 2002.

Copy to :-

1. All Administrative Deptts/Heads of Departments.
2. All Dy. Commissioners/Sub-Divisional Officers.
3. All F.A./Finance & Accounts Officer.
4. The Accountant General Meghalaya, Shillong.
5. Health Department.
6. Director of Health Services, Meghalaya, Shillong.

By Orders Etc.,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT.**

No.FM.522/88/32,

Dated Shillong, the 30th August, 1988.

From

To

1. The Spl. Secretary to the Govt. of Meghalaya,
Health and Family Welfare Department
2. The Director of Health Services, Meghalaya, Shillong.

Subject : Medical treatment outside the State-air Journey.

Reference : This Deptt's letter No.FEM.894/86/1, dt. 21.5.87.

Sir,

I am directed to refer to the letter No. and date on the subject cited above and to say that inspite of the instructions contained therein it has been observed that in many cases return journey by air from medical treatment outside the State is claimed without any Certificate Vouchers from the Hospital authority/ies treating him/her. You are, therefore, requested to stress the need for such Certificates/Vouchers in preferring such claims making it clear that henceforth no such claims will be entertained without; the above mentioned Certificates/Vouchers. This is a part of economy measures now in force, arising from stringent financial position of the State.

Yours faithfully,

Sd/- K.K. Sinha,
Special Secretary to the Govt. of Meghalaya.

Memo.No.FM.522/88/32 (A),
Copy to :-

Dated Shillong, the 30th August, 1988.

1. All Administrative Departments/Heads of Departments.
2. All Deputy Commissioners/S.D.Os.
3. All F.As. & F.AS.Os.

By Orders Etc.,
Sd/-

Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FM.185/93

Dated Shillong, the 30th June, 1993.

OFFICE MEMORANDUM

Subject : Medical treatment outside the State.

Cases for specialized treatment outside the State is covered by Rule 10 of the Meghalaya Medical Attendance Rules, 1981, as amended. The said rule provides that where the treatment is as per the recommendation of the Authorised Medical Attendant and which has been approved by the D.H.S., the expenditure so incurred on treatment are reimbursable provided the treatment is in one of the recognised Medical Institutions.

So far as the travelling expenses are concerned one is entitled to the travelling expenses for journeys other than journeys performed by Air or A/C 1st class. In this connection, kindly refer to note below Rule 73 of the Meghalaya Travelling Allowance Rules, 1985 read with Finance Department orders contained in No.FEM.894/86/1, dt. 21.5.87 and No.FEM.522/88/32, dt. 30.8.88 and under which it amply provide that concurrence/approval of Finance Department will be necessary (only) when the travel outside the State for the purposes is are by air or by A/C 1st Class. In other words, where the journeys to be performed do not involve in the mode of transport specified above approval of Finance will not be necessary and the concerned Administrative Department will be the competent authority to accord sanction. In future cases where journey by tourist taxi is required as recommended by the D.H.S. (M.I), an a sum of Rs.125/- only per head may be sanctioned to the patient with an escort, as and when claimed, and the approval of Finance (A.F) Department shall not be required.

Sd/- Y. Tsering,
Addl. Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FM.185/93-A,

Dated Shillong, the 30th June, 1993.

Copy forwarded for information to:-

1. All Departments of the Sectt. Including P.W.D
2. All Heads of Department. (3) All D.Cs and S.D.Os.
4. Accountant General (A&E) Accountant General (Audit), Addl.M.S. Building, Meghalaya, Shillong.
4. Director of Health Services, Meghalaya, Shillong.

By Orders Etc.,
Sd/-
Under Secretary to the Govt., of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.894/86/1,

Dated Shillong, the 21st May, 1987.

From : Shri K.K. Sinha, I.A.S.,
Special Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

1. The Special Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.
2. The Director of Health Services, Meghalaya, Shillong.

Subject : AIR JOURNEY FOR MEDICAL TREATMENT OUTSIDE THE STATE.

Sir,

I am directed to refer to the subject cited above and to say that it has been observed that in many cases in which air journey for medical treatment outside the State had been recommended by Director of Health Services, the journey by air had been performed without obtaining the prior approval of Finance Department as required. You are therefore, requested to stress the need for doing so in each case where medical treatment outside the State is recommended along with journey by air. Moreover in order to effect economy in Government expenditure only outward air journey may initially be recommended and that also with the approval of Finance (A.F) Department for the patient and the escort. Regarding the return journey by air the patient/applicant should obtain a certificate/recommendation from the Hospital authority/ies treating him/her to the effect that the health conditions of the patient is such that return journey by air is advisable.

Henceforth, return journey by air without the above mentioned certificate will not be entertained. This is a part of economy measures now in force, arising from stringent financial position of the State.

Further, to remove any misunderstanding in the mind of the patient/applicant the word "allowed" may be discontinued while recommending air journey.

Please acknowledge receipt.

Yours faithfully,
Sd/- K.K. Sinha,
Special Secretary to the Govt. of Meghalaya.

Memo.No.FEM.894/86/1 (A)

Dated Shillong, the 21st May, 1987.

Copy forwarded to :-

1. All Administrative Deptts. /Heads of Departments.
2. All Deputy Commissioners/Sub divisional Officers.
3. All Finance Advisers & Financial Accounts Officer.

By Orders Etc.,
Sd/- B. Khongwir,
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.P.F) DEPARTMENT**

The 13th November 1986.

OFFICE MEMORANDUM

Subject :- Transportation of dead bodies of VIPs, etc., - Entitlement of T.A., etc.,
to a member of the family of the deceased accompanying the dead body.

No.FEM.51/86/17. – The Governor of Meghalaya is pleased to adopt a scheme for transportation of dead body of VIPs and bear the expenditure of Travelling Allowance (without halting allowance and incidentals) for one member of the family for the journeys performed by air/steamer rail/road between places of death and places of last rites to accompany the dead body of the deceased VIPs i.e., Chief Minister, Cabinet Ministers, Ministers of State, Speaker, Deputy Speaker, Deputy Ministers, M.L.As and of Government servants irrespective of the fact whether the death occurs at Headquarters or at the tour station.

The Government will now bear the actual expenses for transportation of dead body of the V.I.Ps and Government servants and one of their family member will be allowed Travelling Allowance (without halting allowance and incidental's) for the journey by air/steamer/rail/road between places of death and places of last rites to accompany the dead body. This will not; be adjusted against the entitlement of the members of family of the deceased available under the relevant Travelling Allowance rules after death or demission of office. It has also been decided that such a member of the family will also be allowed Travelling Allowance (without halting allowance and incidentals) for the journey by air/steamer/rail/road from the place he/she commences such journey to the place of death.

The definition of "Family" for this purpose will be the same as applicable to the V.I.Ps (including M.L.As) and Government servants in the Travelling Allowance Rules by which they were being governed before death. The Departments, Heads of Departments, District Offices are authorised to incur the expenditure without any further reference to Finance Department. The expenditure involved may be debited to "Other Charges" under their appropriate heads of accounts.

K.K. SINHA,
Special Secretary to the Govt. of Meghalaya.
Finance (APF) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

Dated Shillong, the 2nd April, 2004.

ADDENDUM

No.FEM.16/88/254 – The rate of mileage admissible in respect of the following vehicles may be included and added at sl.23 and 24 of the O.M.No.FEM.16/88/234, dt. 26.3.01 :-

23 (a) Tata Indigo)	
	(Petrol - 2.87 - 3.45 - 3.81 - 4.30
Tata Indica)	
	(
(b) Tata Indigo)	
	(Diesel - 1.36 - 1.55 - 2.30 - 2.49
Tata Indica)	
	(
24. Maruti Accent		Petrol - 2.86 - 3.43 - 3.90 - 4.47

Sd/- S.S. Gupta,
Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department

Memo.No.FEM.16/88/254-A,

Dated Shillong, the 2nd April, 2004.

Copy to :-

1. All P.S. to Ministers/Ministers of State/Parliamentary Secretaries.
2. All MLAs, Meghalaya Legislative Assembly, Shillong.
3. P.S. to C.S., Meghalaya, Shillong (4) Principal Secretary.
5. All Commissioners & Secretary to the Govt. of Meghalaya.
6. All Administrative Depts.)(This may be brought to the notice of Subordinate
7. All Heads of Depts.)(Officers under your control.
8. All D.Cs and S.D.Os)(
9. The Accountant General (A&E)/Audit, Meghalaya, Shillong.
10. All Treasury Officer. (11) All F.As/F.A.Os.
12. Secretary Meghalaya Public Service Commission.
13. Secretary, Meghalaya Legislative Assembly.
14. Director Printing & Stationery, Govt. Press, Shillong.

By Orders Etc.,

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.18/88/Pt/61,

Dated Shillong, the 24th September, 2003.

OFFICE MEMORANDUM

Subject : Grant of Advance Travelling Allowance for journey on tour by air.

The matter relating to the amount of Advance Travelling Allowance which may be sanctioned to enable an officer to proceed on tour vis-à-vis the burden of expenses involved on the private resources of such Officer has been under consideration for sometime.

The Governor of Meghalaya is pleased to order that grant of Advance Travelling Allowance as admissible under Rule 399 © (iii) of the Meghalaya Financial Rules, 1981 in respect of Officers who are entitled to travel by air or who are allowed to travel by air on official tour, may be allowed equivalent to the full amount of air fare for outward and inward journeys, as the case may be, plus 80% of the other anticipated amount of travelling Allowance to which the Officer may be entitled under the Rules for such tour.

This shall take effect from the date of issue of the orders.

Sd/- (P.J. Bazeley)
Additional Chief Secretary,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt/61-(A),

Dated Shillong, the 24th September, 2003.

Copy to :-

1. The Accountant General (A&E), Meghalaya etc., Shillong.
2. The Accountant General (Audit), Meghalaya, etc., Shillong.
3. All Administrative Departments/Heads of Department.
4. The Resident Commissioner, Meghalaya House, 9 Aurangzeb Road, N.Delhi.
5. The T.A. & D.M, Meghalaya House, 120 Shanti Pally, Rash Behari, Avenue connector, Kasba Rod, Kolkatta – 7000107.
6. All D.Cs/S.D.Os (7) All F.As/F.A.Os/T.Os
8. The Director of Printing & Stationery, Govt. of Meghalaya, Shillong for Published in Meghalaya Gazette.
9. S.A.D.(Accounts). (10) All ACs/PS/C&S/Secretary/Joint Secretary.

By Orders Etc.,

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.18/88/Pt-I/62,

Dated Shillong, the 22nd December, 2003.

OFFICE MEMORANDUM

Subject :- Journey by air entitlement of.

The Governor of Meghalaya is please to order that the instructions contained in the O.M No.FEM.18/88/Pt/94, dt. 27.3.2001 shall be withdrawn.

This will take effect from the date of issue of the order.

Sd/- N.I. Jyrwa,
Officer on Special Duty,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt-I/62-A,

Dated Shillong, the 22nd December, 2003.

Copy forwarded to :-

1. P.S. to Chief Minister/Ministers/Ministers of State.
2. P.S. to Speaker/Dy.Speaker, Meghalaya Legislative Assembly, Shillong.
3. The Chairman/Dy.Chairman, State Planning Board, Shillong.
4. P.S. to Chief Secretary/Addl.Chief Secretary, Meghalaya, Shillong.
5. Principal Secretaries/Principal Resident Commissioner,Meghalaya House,
9 Aurangzeb Road, New Delhi – 110001.
6. All Secretaries/All Commissioner & Secretaries.
7. The Accountant General (A&E), Meghalaya, Shillong.
8. Meghalaya Public Service Commission, Shillong.
9. The Secretary, Meghalaya Legislative Assembly, Shillong.
- 10.Principal Chief Conservative of Forest, Meghalaya, Shillong.
- 11.Director General of Police, Meghalaya, Shillong.
12. The Under Secretary, Sectt. Admn., Department (A).
13. All Administrative Departments/Heads of Departments.
14. Chairman, MeSEB, Meghalaya, Shillong.
15. All Treasury OfficersF.As/F.A.Os.

By Orders Etc.,

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.18/88/Pt/60,

Dated Shillong, the 24th July, 2002.

NOTIFICATION

The Governor of Meghalaya is pleased to order that the following amendments shall be made to Rule 20 of the Meghalaya Travelling Allowance, Rules, 1985.

The Existing entries viz., (a) (b) (c) shall be substituted by the following :-

- (i) Govt. employees of Grade I ... Accommodation in First class A.C.
- (ii) Govt. employees of Grade II ... Accommodation in 2 Tier A.C.
Sleeper/First class.
- (iii) Govt. employees of Grade III ... Accommodation in 3 Tier A.C.
Sleeper/A.C Chair Car.
- (iv) Govt. employees of Grade IV... Accommodation in sleeper class/
Second class.

Sd/- P.J. Bazeley
Principal Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt/60-A,
Copy to :-

Dated Shillong, the 24th July, 2002.

1. The Accountant General (A&E)/Audit, Meghalaya, Shillong.
2. All administrative Departments (3) All heads of Departments.
4. All Deputy Commissioners/S.D.Os (Civil).
5. All F.As/F.A.Os/Treasuries Officers.
6. The Director of Printing and Stationery, Meghalaya, Shillong with a request to publish in the next issued of the Gazette and to supply 200 copies to this Department.

By Orders Etc.,

Sd/-
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT.**

No.FEM.21/88/Pt/94,

Dated Shillong, the 27th March, 2001.

OFFICE MEMORANDUM

Subject :- Journey by air – entitlement of.

The Orders contained in O.M. No.FEM.208//79/64, dt.18.10.82 and No.FEM.18/88/Pt/54, dt. 4.12.99 governing entitlement to travel by First class/Executive class in respect of Ministers and Officers when travelling on duty/tour within India, are hereby kept in abeyance until further orders.

Sd/- P.J. Bazeley,
Principal Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt/94 – A,

Dated Shillong, the 27th March, 2001

Copy forwarded to :-

1. P.S. to Chief Minister/Ministers/Ministers of State.
2. P.S. to Speaker/Dy.Speaker, Meghalaya Legislative Assembly, Shillong.
3. The Chairman/Dy.Chairman, State Planning Board, Shillong.
4. P.S. to Chief Secretary/Addl.Chief Secretary, Meghalaya, Shillong.
5. Principal Secretaries/Principal Resident Commissioner,Meghalaya House, 9 Aurangzeb Road, New Delhi – 110001.
6. Addl. Secretaries/All Commissioner & Secretaries.
7. The Accountant General (A&E), Meghalaya, Shillong.
8. Meghalaya Public Service Commission, Shillong.
9. The Secretary, Meghalaya Legislative Assembly, Shillong.
- 10.Principal Chief Conservator of Forest, Meghalaya, Shillong.
- 11.Director General of Police, Meghalaya, Shillong.
12. The Under Secretary, Sectt. Admn., Department (A).
13. All Administrative Departments/Heads of Departments.
14. Chairman, MeSEB, Meghalaya, Shillong.
15. All Treasury OfficersF.As/F.A.Os.

By Orders Etc.,

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT.**

No.FEM.21/80/Pt/247,

Dated Shillong, the 19 May, 2004.

OFFICE MEMORANDUM

Subject : Write Off.

Instances have come to the notice of this Department that amounts of leave encashment due to the deceased Govt. servants are released/paid by the Department where certain amount is still remaining outstanding against the name of the deceased Govt. servants at the time of death.

It is impressed upon all concerned to ensure that any amounts remaining outstanding in the name of the deceased Govt. servant should be fully recovered and adjusted against the amount of DCRG or leave encashment due etc. The Proposal for write off of amount still remaining outstanding if any, shall clearly indicate the amount adjusted against DCRG/leave encashment amount to be duly supported with information about amount of GPF released to the family of the deceased. The Department's are to give detailed justifications in support of any such proposal for write off.

Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.21/80/Pt/247-(A)

Dated Shillong, the 19th May, 2004.

Copy to :-

1. The Accountant General (A&E) Meghalaya, Shillong.
2. All Administrative Departments.
3. All Heads of Departments
4. All D.Cs/SDOs (Civil)
5. All T.Os/FAOs/FAs.
6. Secretary Meghalaya Legislative Assembly, Shillong.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.17/2004/2,

Dated Shillong, the 8th September, 2004.

From : Shri N.S. Samant, IAS.,
Commissioner & Secretary to the Govt. of Meghalaya.

To

All Administrative Departments/All Heads of Depts/Commissioner
of Division/All Deputy Commissioners/Subdivisional Officers/
Officer i/c of Administrative Units/District Offices/Meghalaya House
Calcutta/Delhi.

Subject : Grant of Advance to State Govt. Employees in connection with Children
Education advance under the Head "7610-Loans to Govt. Servants-800-
Other Advances-(b)Advances for Children Education".

Sir/Madam,

In supersession of this Deptt.'s letter No.FEM,85/97/4, dt. 21st April, 1999, I am directed to say that the Governor of Meghalaya is pleased to order that the Advance mentioned above may be sanctioned once in a year to all categories of non-gazetted State Govt. employees, having school-going children or dependent upon them for meeting their education expenses and whose basic pay does not exceed Rs.7,000/- per month subject to the following terms and conditions :-

1. The amount of the advance is limited to 1,200/- (Rupees one thousand two hundred) only for one school-going children and Rs.2,500/- (Rupees two thousand five hundred) only for two or more school-going children.

If husband and wife are both serving, advance will be admissible only to one of them. Similarly, if in a family there happens to be more than one person serving under the Govt., the advance will be admissible only to one such Govt. servant unless each one of them have their own children completely dependent upon them.

2. The advance may be sanctioned to an employee of any establishment who is eligible to get the advance on his/her individual application.

3. The advance is restricted only to State Govt. employees with school-going children including children other than his/her own but who is/are completely dependent upon the Govt. servant concerned.

A certificate as to the number of school-going children of an employee concerned should be obtained in the following manner :-

- (a) For Sectt. Employees - From an officer not below the rank of Under Secretary of any Department.
- (b) For employees of other Offices. - From the Head of the Office or any of the Gazetted Officers of his office duly authorised by him.

4. The advance may be drawn during the month of January and February in any Calendar year.

.....2/-

.....2.....

5. The advance is admissible to an employee of any establishment only once in a Calendar year.
6. The advance is recoverable in not more than 10(ten) equal monthly instalments in case of advance taken at the rate of Rs.2,500/- and 5(five) equal monthly instalments in case of advance taken at the rate of Rs,1,200/- and should commence with the next pay bill after the advance is drawn.
7. The advance is admissible only to those who are either on duty or on leave other than extra-ordinary leave.
8. Temporary Govt. employees who have not rendered at least three years continuous service including casual employees shall have to furnish surety from permanent Govt. employees or any other form of security considered adequate by the sanctioning authority along with their applications. The sanctioning authority should also satisfy himself that the temporary Govt. employee is not likely to be discharged before the advance is recovered in full.
9. The authority competent to sanction this advance will be the head of the office concerned as defined in rule 28 of the Meghalaya Financial Rules, 1981. Sanction to be made only on obtaining specific allotment of funds from their respective heads of Departments.
10. The advance is debitable to the head "7610-Loans to Govt. Servants-Other Advances-(b) Advances for Children Education".

This order will come into force with immediate effect.

All subordinate officers under your control may please be informed accordingly and the instructions contained herein may be strictly adhered to.

Requirement of fund should be submitted along with the names of applicants with respective amounts applied for or admissible so as to reach this Department by the 15th December of the preceding year positively. Please note that applications received after the said date will not **repeat** will not, in any case, be entertained.

Yours faithfully,

Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.17/2004/2- (A),
Copy forwarded for information to :-

Dated Shillong, the 8th September, 2006.

1. The Accountant General, Meghalaya, etc., Shillong.
2. All Treasury Officer and Sub-Treasury Officer in Meghalaya.
3. Finance (E.A) Department.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.84/97/5,

Dated Shillong, the 6th May, 1998.

From : Shri C.D. Kynjing, IAS.,
Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

All Administrative Departments/All Heads of Departments/Commissioner
of Division/Deputy Commissioners/Sub-Divisional Officers/Treasury
Officers/Officer i/c of Administrative Units/Meghalaya House, Calcutta/
Delhi.

Subject : Drawal of Festival Advances on the eve of important Festivals.

Sir,

In pursuance of the Govt. Resolution on the Recommendation of the Third Pay Commission and in supersession of this Department's letter No.FEM.59/80/24, dt. 9.5.86, I am directed to say that the Festival Advance may be sanctioned on the eve of important Festivals during the calendar year to all categories of non-gazetted State Govt. employees whose basic pay does not exceed Rs.7,000/- P.m.

Further, the Governor of Meghalaya is also pleased to enhance the amount of Festival Advance from Rs.400/- to Rs.1,000/- subject to the following terms and conditions :-

1. The advance may be drawn not earlier than fifteen days before the actual festival falls due. It is admissible only to those who are either on duty or on leave other than Extra-ordinary leave.
2. The advance is recoverable in 5 equal monthly installments, the first recovery commencing with the next pay bill.
3. The advance is admissible to an employee of any establishment only on one occasion and is entitled to one advance repeat one advance only in a Calendar year. Those Government servants who would avail the advance once during the Calendar year, will under no circumstances be granted the second advance during the same Calendar year.
4. The advance is restricted to the members of the community who are directly concerned with the Festival. The sanctioning authority should exercise caution to ensure that advance is sanctioned only to employees who are really connected with the festival and the employees should be forewarned that they should choose only one occasion during the year for taking the advance.
5. The advance may be sanctioned to an employee of any establishment who is eligible to get the advance on their individual application.
6. The sanctioning authority is at liberty to decide if the occasion is suitable for the advance taking into consideration the importance attached to it locally. For the purpose of granting the Festival Advance, the Independence Day and Republic Day will also be treated as Festival occasions.
7. Temporary Govt. employees who have not rendered at least three years' continuous service including casual employees shall have to furnish surety from permanent Govt. employees or any other form of security considered adequate by the sanctioning authority along with their applications. The sanctioning authority should also satisfy himself that temporary Govt. employees of the Casual employee has not the prospect of discharge before the advance is recovered in full.

.....2/-

.....2.....

8. The advance is not admissible to Govt., employees who still have outstanding installment of recovery against them on account of the Festival Advance drawn during the last Calendar year or whose previous year's advance is not fully liquidated.

9. The authority competent to sanction this advance will be the head of the office.

10. In the case of Gazetted Govt. employees who draw pay in the Gazetted pay bill forms recovery of advance shall be watched by the head of offices/Controlling Authorities/Treasury Officers concerned and for this purpose suitable register shall be maintained.

11. The advance is debitable to the detailed head "Salaries" below the Major/Minor heads of the respective Department/Offices concerned.

12. These orders will come into force with immediate effect until amended or decided otherwise.

All Subordinate Officers under your control may also informed accordingly.

Yours faithfully,

Sd/-
Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.84/97/5 – A,

Dated Shillong, the 6th May, 1998.

Copy forwarded for information to :-

1. The Accountant General, Meghalaya etc., Shillong.
2. All Treasury Officers & Sub-Treasury Officer in Meghalaya.
3. Finance (E.A) Department.

By Orders Etc.,

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.9/97/5,

Dated Shillong, the 2nd December, 1997.

From : Shri C.D. Kynjing, IAS.,
Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

All administrative Deptt./All Heads of Deptts./Commissioner of
Division/All D.C/S.D.O.,Meghalaya House, Calcutta/Delhi.

Subject : Advances for Children Education.

Sir,

I am directed to refer to subject cited above and to say that it has been observed that there has been an excess drawal under Head 7610-Loans to Govt.servants – Other Advances-(b) Advances for Children Education which appeared to have been sanctioned in excess as reflected in the C.A.G's Report for the year ending 31.3.95, which is quite embarrassing, in so far as settlement of accounts is concerned.

Govt. have reviewed the question of allotment of fund for Children Education and in this connection Finance have decided to operate a modified system of allotment of funds to head of Departments, who will in turn allot/sanction to their subordinate offices, without this sanction, Treasury Officer should not pass bill on Children Education.

All heads of Deptts. are requested to submit their proposals regarding requirement of fund under the head of Account mentioned above in respect of employees as well as of those employees of subordinate offices under their administrative control to Finance Department on or before 30th November, 1997 for necessary allotment.

The Heads of Department will in turn issued necessary allotment for the purpose to their subordinate offices and an expenditure statement in this regard should be furnished to Finance Department.

An instruction should also be issued that no expenditure should be incurred without specific allotment of fund made in this respect Head of offices will be personally responsible the expenditure incurred without specific allotment of fund.

Yours faithfully,

Sd/-

Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.53/97/5

Dated Shillong, the 2nd December, 2006.

Copy forwarded to :-

1. The Accountant General, Meghalaya, Shillong.
2. All Treasury Officers and Sub-Treasury Officers in Meghalaya,

By Orders Etc.,

Sd/-

Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.66/89/Pt/14,

Dated Shillong, the 8th December, 1989.

From : Shri N.N. Mookerjee, IAS.,
Special Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

All Administrative Departments/all Heads of Depts/Commissioner of
Division/All Deputy Commissioners/Subdivisional Officers/Officer i/c
Of Administrative Units/District Offices/Meghalaya House, Calcutta/
Delhi.

Subject : Grant of Advance to state Govt.employees in connection with Children
Education Advance under the Head 7610-Loans to Govt. servants-800-
Other Advances-(b) Advances for Children Education.

Sir,

In supersession of this Deptt.'s letter No.FEM.96/80/133, dt. 4.12.86, I am directed to say that the Governor of Meghalaya is pleased to order that the Advance mentioned above may be sanctioned during the current financial year to all categories of gazetted and non-gazetted State Govt. Employees who are having school-going children completely dependent upon them for meeting their education expenses and whose basic pay does not exceed Rs.2,900/- per month subject to the following terms and conditions :-

1. The amount of the advance is limited to Rs.400/- (Rupees four hundred) only for one school-going child and Rs.800/- (Rupees eight hundred) only for two or more school-going children.

If husband and wife are both serving, advance will be admissible only to one of them. Similarly, if in a family there happens to be more than one person serving under the Government, the advance will be admissible only to one such Government servant unless each one of them have their own children completely dependent upon them.

2. The advance may be sanctioned to an employee of any establishment who is eligible to get the advance on his/her individual application.

3. The advance is restricted only to State Govt. employees with school-going children including children other than his/her own but who is/are completely dependent upon the Govt. servant concerned.

A certificate as to the number of school-going children of an employee concerned should be obtained in the following manner:-

- | | |
|--------------------------------------|---|
| (a) For Sectt. Employees | - From an officer not below the rank of Under Secretary of any Department. |
| (b) For employees of other Officers. | - From the Head of the office or any of the Gazetted officers of his office duly authorised by him. |

.....2/-

4. The advance may be drawn during the month of January and February in any Calendar year.

5. The advance is admissible to an ;employee of any establishment only on one occasion in any calendar year.

6. The advance is recoverable in not more than 10(ten) equal monthly instalments in case of advance taken at the rate of Rs.800/- and 5(five) equal monthly instalments in case of advance taken at the rate of Rs.400/-.

The first recovery should commence with the next pay bill after the advance is drawn. The amount of each instalment should be rounded off to the nearest rupee, any balance being recovered in the last instalment.

7. The advance is admissible only to those who are either on duty or leave other than extra-ordinary leave.

8. Temporary Govt. employees who have not rendered at least three year's continuous service including casual employees shall have to furnish surety from permanent Govt. employees or any other form of security considered adequate by the sanctioning authority along with their applications. The sanctioning authority should also satisfy himself that the temporary Govt. employees is not likely to be discharged before the advance is recovered in full.

9. The authority competent to sanction this advance will be the officer who normally draws and disburses the pay of the person concerned.

10. In the case of gazetted Govt. employees who draw pay in the Gazetted pay bill form, recovery of advance shall be watched by the Head of offices/controlling authorities concerned and for this purpose suitable register shall be maintained.

The Governor of Meghalaya is further pleased to order that for drawal of advance sanctioned above to the gazetted Govt. employees who may be entitled to the same, authority from Accountant General for drawal of the advance will not be required.

11. The advance is debitable to the head "7610-Loans to Govt. servants-Other advances-(b) Advances for Children Education".

This order will come into force with immediate effect.

All subordinate officers under your control may please be informed accordingly and the instructions contained herein may be strictly adhered to.

Requirement of fund should be submitted along with the names of applicants with respective amounts applied for or admissible so as to reach this Department by the 10th January each year positively. Please note that applications received after the said date will not **repeat will not** in any case, be entertained.

Yours faithfully,

Sd/-
Special Secretary to the Govt. of Meghalaya,
Finance (A.F) Department

....3/-

Memo.No.FEM.66/89/Pt/14 – A,

Dated Shillong, the 8th December, 2006.

Copy forwarded for information :-

1. The Accountant General, Meghalaya, Etc., Shillong.
2. All Treasury Officer and Sub-Treasury Officer in Meghalaya.
3. Finance (E.A) Department.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.83/97/15,

Dated Shillong, the 23rd April, 1998.

OFFICE MEMORANDUM

Subject : Enhancement of House Repairing.

In pursuance of the recommendation of the 3rd Meghalaya Pay Commission relating to House Repairing Advance duly accepted by Government, the Governor is pleased to decide that the ceiling on House Repairing Advance may be raised to Rs.30,000/-.

2. This order takes effect from the date of issue of this Office Memorandum.

3. Amendment to the Meghalaya Financial Rules, 1981 will be made in due course.

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.83/97/15 – A,

Dated Shillong, the 23rd April, 1998.

Copy forwarded to :-

1. The Accountant General (Accounts) Meghalaya, etc., Shillong – 1.
2. The Accountant General (Audit) Meghalaya etc., Shillong – 1.
3. All Departments of the Government (4) All Heads of Departments.
5. All D.Cs/S.D.Os (6) All T.Os/F.A.Os/F.A.S
7. Director Printing & Stationery for publication in the next issue of the Meghalaya Gazette and supply to this Department, 500 copies of the Office Memorandum.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.54/94/288,

Dated Shillong, the 23rd July, 1998.

From : Shri P. Naik , IAS.,
Secretary to the Govt. of Meghalaya.

To
All Administrative Departments.
All Heads of Departments.
All D.Cs/S.D.Os

Subject : Compulsory subscription to G.P.F.

Sir,

1. With reference to above mentioned subject I am directed to state that it has come to the notice of Government in Finance Department that though subscription to G.P.Fund is compulsory for all Govt. Servants under rule 4 of the Meghalaya Civil Services (G.P.F) Rules, 1985, some Govt. Department and offices have not strictly enforced the same.

2. In this connection I am to draw your attention to this Department's letter No.FEM.54/94/194, dt. 2.2.98 (copy enclosed for ready reference) with a request that the instructions mentioned therein are to be strictly followed. The instructions under reference may also be brought to the notice of all subordinate offices under your control for their guidance and strict compliance.

3. Action taken in this regard may please be intimated to this Department within 30.9.98.

Yours faithfully,

Sd/-
Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.54/94/288 – A,

Dated Shillong, the 23rd July, 2006.

Copy to :-

1. P.S. to Finance Minister for information of Minister.
2. P.S. to Chief Secretary for information of Chief Secretary.
3. A.G. (A&E)/(Audit), Meghalaya, Shillong.
4. Secretary, Meghalaya Legislative Assembly.
5. All T.Os, Meghalaya, Shillong for information and necessary action.
6. All F.As/F.A.Os for information and necessary action.

By Orders Etc.,

Sd/-
Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.18/97/4,

Dated Shillong, the 25th February, 1997.

From : Shri R. Chyne, IAS.,
Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To
All Administrative Departments/Heads of Departments
All Deputy Commissioners/Sub Divisional Officers.

Sub : Compulsory subscription to G.P.F.

Sir,

I am directed to refer to this Department's letter No.FEM.54/94/1, dt. 21.7.94 on the subject and to say that subscription to the G.P.F. is compulsory for all categories of State Govt. employees at the minimum rate for subscription of 8 1/3 p.c of the basic pay except the Grade IV employees who are to subscribe at the rate of 6 1/4 p.c of the basic pay. In spite of our instruction, it appears that most of the Drawing and Disbursing Officers are not following the Govt. orders properly. It may be mentioned that there has been a fall in the net PF receipts in 1995-96. This means that PF withdrawals were heavy whereas PF contributions were much lower. It is possible that even after increase of pay; many employees are not depositing the statutory minimum amount to their PF account. It is, therefore, reiterated that all Drawing and Disbursing Officers are to ensure that PF deduction are properly done. Further the concerned Drawing and Disbursing Officers are once again requested to ensure that no salary bills are passed for payment for any month without the G.P.F. deduction at appropriate rates.

In view of the above, I am to request you to instruct the officers under your control suitably and adequately for appropriate action.

Yours faithfully,

Sd/-

Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.18/97/4 – A,

Dated Shillong, the 25th February, 1997.

Copy to :-

1. Accountant General (A&E/Audit), Meghalaya, Shillong.
2. The Secretary, Meghalaya Legislative Assembly, Shillong.
3. The Secretary, Meghalaya Public Service Commission, Shillong.
4. All Treasury Officers, Meghalaya. They are directed to ensure that no pay bills are passed by them. Where deduction of G.P.F. are not followed on the basis of the above circulars.
5. All F.As/F.A.Os for information and necessary action.

By Orders Etc.,

Sd/-

Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Departm

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.54/94/75,

Dated Shillong, the 5th March, 1997.

From : Shri R. Chyne, IAS.,
Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

All D.D.Os/Head of Deptts.
All Treasuries Officers.

Subject : Preparation of GPF. Schedules/Vouchers in triplicate by the DDOs.

Sir,

I am directed to request you to refer to Govt. O.M. No. FIN.(R.R)3/86/Pt-I/23, dt. 21.5.93, No.FIN.(R.R)3/86/Pt-I/26, dt. 7.4.94 and No.FIN.(R.R)3/86/Pt-I/24, dt. 29.6.93 and to say that maintenance of Pass Books for GPF for each subscriber by the Head of offices/Drawing & Disbursing Officer, Treasury Officers is compulsory to alleviate the genuine grievances of the Govt. employees in regard to the correct and up to date rendering of their Provident Fund Accounts. I am also to request you to assign a Pass Book number to each subscriber and this fact be intimated to Finance Department. In addition, the forms in respect of GPF have also been revised to meet the requirement of Computer-inputs.

It has however, been decided in consultation with the Accountant General (A&E), Meghalaya etc. that the GPF schedule (M.T.R. form No.41-A) may be prepared by the head of Office/D.D.Os in triplicate. The first copy may accompany the bill as usual, the second copy is to be forwarded to the Accountant General (A&E) separately while the third copy is to be retained in the office for records.

The above procedure should be followed with immediate effect.

Yours faithfully,

Sd/-

Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Department

Memo.No.FEM.54/94/75 – A,

Dated Shillong, the 5th March, 1997.

Copy forwarded to :-

1. The Accountant General (A&E), Meghalaya, Shillong which has reference to his letter No.MPF-I/Policy/1-1/Pinsc/91-92/95-96/Vol-II/943,

By Orders Etc.,

Sd/-

Additional Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.54/94/194,

Dated Shillong, the 2nd February, 1998.

From : Smti A. Kharbuli,
Under Secretary to the Govt. of Meghalaya.

To
All Administrative Deptts./All Heads of Departments
All D.D.Os/S.D.Os

Subject : Revision of rates of subscription to GPF & procedure for compulsory
subscription to G.P.F. for all employees in regular employment.

Sir,

I am directed to say that under Rule 4 of the Meghalaya G.P.F.Rules, 1985, subscription to G.P.F. is compulsory for all Govt. employees under rule 8 (ibid) the Govt. servant himself should fix his own monthly subscription but should not be less than 8 1/3 p.c of the basic pay except the Grade IV employees who can subscribe not less than 6 1/4 p.c of the basic pay. The minimum percentage of the rate above is to be based on the basic pay of the subscriber at any period of time. Accordingly on every enhancement of the pay of the subscriber due to increment of revision of his pay, the amount of subscription may also have to be revised keeping in view the minimum percentage fixed above.

Now, that the pay of all govt. employees are being revised consequent on the issue of the ROP Rules, 1997 all D.D.Os should ensure that all employees in regular establishment/employment subscribe to the fund and that the minimum rate should be kept in view. D.D.Os should also ensure that subscriptions are made regularly and that no employee should be allowed to opt not to subscribe to the fund except under Proviso to Rule 7 (ibid). Responsibility will be fixed on the D.D.O for non compliance with this direction of the Govt. Action taken in this respect may please be intimated to this Department within 31.3.98.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.54/94/194 – A,

Dated Shillong, the 2nd February, 1998.

Copy to :-

1. P.S. to Finance Minister. (2) P.S. to Chief Secretary.
3. Accountant General (A&E)/Audit, Meghalaya, Shillong.
4. Secretary, Meghalaya Legislative Assembly, Shillong.
5. All T.Os Meghalaya, Shillong for information & necessary action.
6. All F.As/F.A.Os for information and necessary action.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.36/97/1,

Dated Shillong, the 26th June, 1997.

From : Shri C.D. Kynjing, IAS.,
Secretary to the Govt. of Meghalaya,
Finance Department.

To
All Administrative Departments.
All Heads of Departments.

Subject : Withdrawal from G.P.F.

Sir,

In referring to the subject cited above, I am directed to say that instances have come to the notice of this Department of liberal entertainment of applications for withdrawal from G.P.Fund Account of the subscribers under Rule 16(A) of the Meghalaya Civil Services (GPF) Rules, 1985.

While the fact that the G.P. Fund money is the employees' own money, cannot be ignored, and that the facilities for withdrawal is admissible to subscribers within the ambit of the Rules, it is however, considered essential that the admissibility of the applications should be properly scrutinized for the interest of the State as well as the future interest of the subscriber himself.

I am therefore, to request you to ensure that the conditions prescribed in the Rules and the restrictions imposed in Note 5 and 6 of Rule 16 be strictly observed. In this connection, it will do well for the Head of Office submitting the proposal as well as the authority competent to sanction the withdrawal, to see that the withdrawal is permitted only in cases of the members of the subscribers' family as defined under Rule 2(c) and who are actually dependent on the subscriber. In case of doubts, the Head of Office or the sanctioning authority may, in reasonable manner, require and insist on proof without causing much embarrassment or inconvenience to the subscriber.

This may also be brought to the notice of all subordinate officers under your control for their guidance.

Yours faithfully,

Sd/-

Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.36/97/1 – A,

Dated Shillong, the 26th June, 1997.

Copy forwarded to All FAs/TOs/FAOs for information and necessary action.

By Orders Etc.,

Sd/-

Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.54/94/60,

Dated Shillong, the 2nd February, 1996.

From : Shri J.M. Lyngdoh,
Deputy Secretary to the Govt. of Meghalaya.

To

All Drawing & Disbursing Officers/Heads of Deptts.
All Administrative Deptts/All Deputy commissioners,
Sub- Divisional Officers.

Subject : Subscription to G.P.F.

Sir,

I am directed to request you to refer to Govt. orders/instructions guidelines issued under O.M No.FIN.(R.R)3/86/Pt.I/23 dt. 21.5.93, No.FIN.(R.R)3/86/Pt.I/26, dt. 7.4.94 and No.FIN.(R.R)3/86/Pt.I/24, dt. 29.6.93 and to say that quite a lot of Improvement has been achieved in recent years in updating the methods as regards maintenance of accounts towards the GPF contribution by Govt. employees. However from the above, other improvements also are yet to be one in respect of updating of the missing credits/debits which resulted due to non maintenance of the accounts in a proper way. In this regard, I am to say that this chronic problem will not be able to solve without the constant cooperation of all the Drawing & Disbursing Officers/Heads of Deptts. as well as the subscribers. As we all know the GPF contribution is an hard-earned money of an individual official, hence it is the duty of each and every person/subscriber to see and make a check in the schedules prepared by the Drawing & Disbursing Officers from time to time. Also if necessary, the subscribers may be given an opportunity to check these schedules with relevant evidences such as T.Vs., L.P.Cs certificates from the Drawing & Disbursing Officers as authenticated from time to time with the Accountant General for immediate adjustment of the missing credits/debits etc. etc. and to settle all such adjustments well ahead the date of their retirement. Apart, as the Accountant General has computerized all such accounts, the process will be very useful and bring an up to date information in no time which will be an immense help to all concerned.

Your kind cooperation on the above lines is necessitated.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.54/94/60 – A,

Dated Shillong, the 2nd February, 1996.

Copy forwarded :-

1. The Accountant General, Meghalaya, Shillong (Acctts., Estt.).
2. The Deputy Accountant General, Meghalaya, Shillong.
3. The Treasury Officer, Shillong etc.

By Orders Etc.,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

MOST IMPORTANT
IMMEDIATE

COPY

GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT

No.FEM.54/94/4,

Dated Shillong, the 21st July, 1994.

From : Shri P.C. Chakraborty, IAS.,
Joint Secretary to the Govt. of Meghalaya,
Finance Department.

To

All Administrative Deptts./All Heads of Deptt.
All Deputy Commissioners/Sub-Divisional Officers.

Subject : Compulsory subscription to the G.P.F.

Sir,

I am directed to say that subscription to as the General Provident Fund is compulsory for all categories of State Govt. employees at the minimum rate for subscription of 8 1/3 p.c of the basic pay except the Grade – IV employees who are to subscribe at the rate of 6 1/4 p.c of the basic pay.

It has come to the notice of the Govt. that some Heads of Deptts/Drawing and Disbursing Officers are not following the Govt. orders meticulously. This has resulted in the short fall in total subscription to G.P.F. thereby affecting the ways and means position of the State. It has also come to the notice of the Govt. that the “deduction percentage” on account G.P.F. subscription in a number of cases has not been in conformity with the increase in the basic pay from time to time.

You are, therefore, requested to ensure that all G.P.F. subscriptions are deducted from the pay of each subscriber as per existing percentage and the deduction on account of G.P.F. subscription should in no case be below the minimum rate with reference to the basic pay of the individual employee. It should be the personal responsibility of all Drawing and Disbursing Officers to ensure that no salary bills are passed for payment for any month without the G.P.F. deduction at appropriate rates. Contents of this letter may kindly be brought to the notice of all subordinate officers including Corporations/Local Autonomous Bodies/P.S.Us. Action taken in this regards may please be intimated to Finance on or before 31.8.94.

Yours faithfully,

Sd/-

Joint Secretary to the Govt., of Meghalaya,
Finance (A.F) Department.

.....2/-

Memo.No.FEM.54/94/4 – A,

Dated Shillong, the 21st July, 1994.

Copy to :-

1. P.S. to Finance Minister.
2. P.S. to Chief Secretary for favour of information of Chief Secretary.
3. Accountant General (A&E/Audit), Meghalaya, Shillong.
4. The Secretary, Meghalaya Legislative Assembly, Shillong.
5. The Secretary, Meghalaya Public Service Commission, Shillong.
6. All Treasury Officers, Meghalaya, Shillong for information and necessary action.
7. All F.As/F.A.Os for information and necessary action.

By Orders Etc.,

Sd/-

Joint Secretary to the Govt. of Meghalaya,
Finance Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.71/89/1,

Dated Shillong, the 21st May, 1990.

OFFICE MEMORANDUM

Subject : Grant of House Repairing Advance.

It has been brought to the notice of the Government that applications for grant of House Repairing Advance have been entertained by the Head of office/ Offices concerned and forwarded to Finance Deptt. without proper scrutiny and without supporting documentary proof inspite of the provisions laid down in Rule 388 of the Meghalaya Financial Rules, 1981.

2. It has therefore been decided that henceforward applications for House Repairing Advance will not be considered unless they are supported by necessary documents and the conditions stipulated in the said Rules are fulfilled.

3. House Repairing Advance may be made to an officer to repair a house which he has built or purchased with a previous advance under Rule 386 or 387 provided that the advance together with interest accrued thereon has been repaid in full as provided under clause (iv) of Rule 388. When the House Repairing Advance is sanctioned, a fresh agreement in Form No.43 and fresh Mortgage Bond in Form No.40 of the Meghalaya financial Rules should be executed and registered and the fact of having done so should be communicated to the Accountant General as well as to Finance (A.F) Department.

4. A provision has been made under Note below Rule 383 that the advance for repair to houses may be granted even when the houses in question were not built or purchased originally with an advance under Rule 386 or 387 (not Rule 389 or 390 as quoted in the note below Rule 388). In such case, an applicant is required to produce documentary proof such as (1) Pattas/Sale Deed/Gift Deed (2) Certificate from the Headman/Headmen or Nokma/Nokmas to the effect that the applicant as his own house. In case the property stands in the name of his spouse, the Government servant ;who applied for House Repairing Advance should produce (3) No Objection Certificate from his spouse to the effect that the property shall stand mortgaged to the Govt. as a security for the advance. On the advance having been sanctioned, the granted concerned is required to execute an agreement in Form No.43 and a Mortgage Bond in Form No.40 of the Meghalaya financial Rules, 1981 to be registered in the Registration office of the District concerned, and the fact of having done so should be communicated to the Accountant general as well as Finance (A.F) Department.

5. It has also been decided that in case it is found that the advance has been misused, responsibility shall be fixed accordingly on the grantee concerned as well as on the sanctioning authority.

Receipt of the O.M. may please be acknowledged.

Sd/-

Special Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

.....2/-

Memo.No.FEM.71/89/1 – A,

Dated Shillong, the 21st May, 1990.

Copy forwarded to:-

1. Accountant General (Accounts) Meghalaya, etc., Shillong – 1.
2. Accountant General (Audit) Meghalaya, etc., Shillong – 1.
3. All Departments of the Government.
4. All Heads of Department.
5. All Deputy Commissioners/Sub-Divisional Officers.
6. All Treasury Officers/Finance & Account Officers.

By Orders Etc.,

Sd/- M. Diengdoh,
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

IMMEDIATE

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.32/2001/60,

Dated Shillong, the 13th May, 2005.

From : Shri S. Kharmawphlang,
Under Secretary to the Govt. of Meghalaya.

To

1. All Administrative Departments.
2. All Heads of Department.

Subject : Spot sanctions of Housing Loans.

Sir,

I am directed to forward herewith the notice of the State Bank of India in connection with the Sport Sanction of Housing Loans and to request you to inform all applicants who would like to apply fresh House Building Advance under your control to avail this opportunity.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.53/2001/68,

Dated Shillong, the 24th March, 2004.

From : Smti W. Warbah,
Under Secretary to the Govt. of Meghalaya.

To

1. All Administrative Department.
2. All Heads of Departments

Subject : Grant of House Building Advance etc. to Govt. Employees.

Sir,

I am directed to say that it has been observed by the Accountant General that in certain cases relating to the grant/drawal of House Building Advance the names of the loanees have been written in short form. This has caused difficulty in recording the correct name of the loanee in the loan account maintenances in his office. It is therefore impressed upon the need that while sanctioning grant of the advance viz. House Building Advance and other advances, the full name of the employees should be indicated in the sanction and also in the bills and recovery schedules with the G.P.Fund Account No. to be quoted therein so as to facilitate correct maintenance of the loan account against the individual loanee concerned.

Further, while submitting applications for House Building Advance or other advances to Finance Department, full name of the applicant should be indicated.

The above instructions may please be brought to the notice of all subordinate offices under your control for compliance.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.28/2003/14,

Dated Shillong, the 22nd September, 2004.

From : Shri S. Kharmawphlang,
Under Secretary to the Govt. of Meghalaya.

To

All Administrative Department.

Subject : Grant of House Building Advance.

Sir,

I am directed to forward herewith the D.O.No.AGM/HBA-MOU/MLD/7-2004/217, dt. 16.7.2004 from the Accountant General (A&E) Meghalaya which is self explanatory and to request you to take necessary action as at para 3 of the D.O above.

The information may please be furnished directly to the Office of the Accountant General (A&E) Meghalaya, Shillong.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**OFFICE OF THE ACCOUNTANT GENERAL
(A&E)MEGHALAYA,ARUNACHAL PRADESH
& MIZORAM, SHILLONG – 793001
Phone: 0364-2223191(O) FAX: 0364-2223103.**

**E.R. Solomon
Accountant General.**

**D.O.No.AGM/HBA-MoU/MLD/7-2004/217
Date : 16th July, 2004.**

Dear Shri Samant,

Newspaper reports show that the SBI has entered into a MoU with the Government of Meghalaya so that loans for HBA can be disbursed by the former to employees of the Government. Will you please confirm if such loans raised from the SBI will be classified as “off budget” transaction or whether the loans received will be routed through the budget of the State Govt.? Will the State Govt. stand guarantee for such loan raised? The accounting modalities involved for interest calculations etc. may please be forwarded to this office for record and also a copy of the MoU.

Further, it appears from letter No.FM.464/2004/1, dt. 27th May, 2004 that the Govt. of Meghalaya intends to enter into another MoU with the State Bank of India so that the later can take over the outstanding HBA liabilities of its employee. The terms and conditions of this takeover may please be furnished to this office.

As all sanctions of House Building Advance by the Government of Meghalaya have not been received in this office and as the same are centrally sanctioned by the Finance Department. I request you to kindly supply this office with all the sanctions of HBA afforded by the Govt. of Meghalaya to its employees till date. This may please be done at the very earliest so that the present position of outstanding recoveries can be furnished to the Government.

Yours sincerely,
Sd/- E.R. Solomon
16/7/04

Shri N.S. Samant,
Commissioner & Secretary to the
Govt. of Meghalaya,
Finance Department.
Shillong – 793001.

C O P Y

MOST IMMEDIATE

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.39/2004/1,

Dated Shillong, the 14th October, 2004.

From : Shri S. Kharmawphlang,
Under Secretary to the Govt. of Meghalaya.
Finance (A.F) Department.

To

1. All Administrative Departments (concerned Deptt.)
2. All Heads of Departments.

Subject : Information relating to the recovery towards House Building Advance
Availed by the State Govt. Employees for the year 1999-2000 to
2003-2004.

Sir,

I am directed to say that the information relating to the recovery towards
House Building Advance availed by the State Government Employees for the year
1999-2000 to 2003-2004 (year wise) is urgently required.

Kindly arrange immediate information on the amount recovered against
Each of the applicants/beneficiaries where House Building Advance has been sanctioned
during the above years.

This has the order of the Chief Secretary.

This may be treated as **MOST IMMEDIATE.**

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.15/2004/Pt/8,

Dated Shillong, the 23rd December, 2004.

From : Shri S. Kharmawphlang,
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

All Administrative Departments
in Meghalaya.

Subject : Grant of House Building Advance to the State Govt. employees.

Sir,

In pursuance to the O.M. No.FEG.29/2002/61, dt. 23.8.2004 circulated to all Administrative Departments and Heads of Department, I am directed to say that all fresh cases of applications for House Building Advance including pending cases received in Finance w.e.f. February, 2000 be referred to S.B.I. as per M.O.U. executed between the State Govt. in Finance (E) Department with the S.B.I.

The applications along with the documents if any furnished by the applicants may also please be returned to them from your end.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

TOP PRIORITY
FIXED DATE

GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT

No.FEM.25/2001/12,

Dated Shillong, the 9th January, 2002.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

1. All Administrative Department.
2. All Heads of Departments.
3. All Deputy Commissioners in Meghalaya.

Subject : Detailed information to be furnished for govt. employees who availed House Building Advance for the year 1999-2000 & 2000-2001.

Sir,

I am directed to request you kindly to furnish the following details information for the Govt. employees who availed House Building Advance for the year 1999-2000 & 2000-2001 serving under your office/control :-

1. Name of beneficiaries, address, location and town in which houses are constructed.
2. Cost of constructed dwelling house.
3. Physical progress made in the scheme vis-à-vis to dwelling unit' sanctioned to dwelling unit's constructed.
4. Utilisation certificate from the sanctioning authority to the amount released so far.

The above information is requested to reach this Department before the 21st January, 2002 positively as the same is urgently required to be furnished to HUDCO from this Department.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.25/2001/12 – A,

Dated Shillong, the 9th January, 2002.

Copy for information forwarded to :-

1. The Asstt. Chief (P) HUDCO, Ltd., Regional Office, R.G. Baruah Road, Ganeshguri, Guwahati-781005 with reference to his letter No.HUDCO/GRO/ADB/2001/2546, dt. 19.12.2001 addressed to the Principal Secretary, Finance.

By Orders etc.,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.25/2001/133,

Dated Shillong, the 6th February, 2002.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

1. All Administrative Departments.
2. All Heads of Departments.
3. All Deputy Commissioners in Meghalaya.

Sir,

In continuation to this Department's letter No.FEM.25/2001/12, dt. 9.1.02, I am directed to say that the information furnished by you does not appear to have been included all the names of beneficiaries who availed House Building Advance, House Extension Advance and Addl. House Building Advance as called for.

You are therefore requested to furnish the same to this Department along with the remarks to the physical progress of every house constructed out of House Building Advance allotted by this Department, so far and the cost of construction thereof with full address of the location where houses are constructed.

An early reply on this is solicited.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.25/2001/162,

Dated Shillong, the 22nd February, 2002.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

_____ Deptt./Office concerned.

Subject : Details information to be furnished for Govt. employees; who availed
House Building Advance for the year 1999-2000 and 2000-2001.

Reference : Your letter No.

Sir,

With reference to your letter above I am directed to say that the information furnished by you does not specify the location and physical progress of the house constructed as required under para 1 and 3 of this Deptt.'s letter No.FEM.25/2001/12, dt. 9.1.2002.

You are therefore requested to furnish the information as above so as to reach this Department as early as possible as the same is urgently required by HUDCO.

Yours faithfully,

Sd/-
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.19/99/644,

Dated Shillong, the 11th July, 2002.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya.

To

All Administrative Departments.

Subject : House Building Advance.

Sir,

I am directed to request you kindly to let this Department know if those application received in this Department during October, 1999 onwards are duly supported with the following relevant document for consideration of House Building Advance :-

1. Sale Deed duly registered in the Registration Office, Khiraj land pata with non-encumbrance certificate and certificate of non availing of housing loan from the District Housing Officer for house constructions.
2. Sale Agreement duly registered in the registration Office concerned with clear title over the land/house for land/house purchased.

Information as above is urgently required for consideration to the release of House Building Advance.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

SECOND REMINDER
TOP PRIORITY

COPY

GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT

No.FEM.25/2001/170,

Dated Shillong, the 11th April, 2002.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya.

To

All Administrative Department concerned.
All Heads of Department concern.
Deputy Commissioner, East Garo Hills, Williamnagar.

Subject : Details information to be furnished for Govt. employees who availed
House Building Advance for the year 1999-2000 and 2000-2001.

Sir,

In inviting a reference to this Department letters No.FEM.25/2001/12, dt. 9.1.2002 and No.FEM.25/2001/21, dt. 24.1.2002 on the subject above, I am directed to say that the information called for is urgently required to be submitted to the HUDCO in connection with the loan availed of by the State Govt. for the purpose of grant of House Building Advance to State Govt. employees.

It may be emphasized that unless the information called for is submitted/received, it will put this Department in a difficult position to consider for further sanction/allotment of funds to the grant of House Building Advance. It is therefore, requested that immediate necessary action may be taken to furnish the information without any further loss of time.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.32/2001/8,

Dated Shillong, the 1st October, 2001.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

To

1. All Administrative Department.
2. All Heads of Department.
3. All Deputy commissioners.

Subject : Recoveries towards House Building Advance.

Sir,

I am directed to say that in order to avoid any discrepancy in maintaining the House Building Advance Accounts, it is considered necessary that for the purpose of effecting recoveries towards repayment of House Building Advance so far sanctioned, all Drawing & Disbursing Officers are requested to ensure that while forwarding the deduction statements/schedules, in this regards to the Accountant General (A&E) Meghalaya, Shillong, the full name of the beneficiaries along with the G.P.F. Account Nos are required to be indicated for smooth functioning of Accounting and for easy reference. You are therefore requested to ensure compliance of the above instruction immediately, and the same may also be brought to the notice of all subordinate offices under your administrative control for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya
Finance (A.F) Department.

Memo.No.FEM.32/2001/8 – A,

Dated Shillong, the 1st October, 2001.

Copy forwarded to:-

1. The Accountant General (A&E) Meghalaya, Shillong 793001.
2. All Treasury Officers.

By Orders Etc.,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.24/2001/5,

Dated Shillong, the 27th June, 2001.

From : Smti A. Kharbuli,
Deputy Secretary to the Govt., of Meghalaya.

To

All Administrative Departments/Heads of Departments.

Subject : Matter relating to grant of House Building Advance to State
Govt. employees.

Sir/Madam,

I am directed to say that in order to meet the objective of the scheme of granting House Building Advance to the State Govt. Employees in accordance with provisions of Rule 386 of the Meghalaya Financial Rules, 1981, it has been considered necessary that for the purpose of considering allotment of fund for the second instalment to all those employees/applicants whose date of submission of applications is October 1999 onwards, building Plan/Lay out of the proposed construction shall be required to be submitted along with utilization certificates as well as execution of Mortgage Deed.

Also information/particulars indicating name of the applicant, designation, basic pay, date of appointment, date of disbursement of the amount of 1st instalment, location of the land where construction of building is proposed to be made at all invariably be submitted along with proposed for allotment of funds for second instalment.

All sanctioning authorities are therefore requested to ensure that henceforth, cases of second instalment as mentioned above are referred to Finance (A.F) Department in compliance with the above instructions and the same may also kindly be brought to the notice of all offices under your administrative control.

Yours faithfully,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.24/2001/4 – A,

Dated Shillong, the 27th June, 2001.

Copy forwarded to :-

1. The Accountant General (A&E) Meghalaya, Shillong.
2. Smti N. Hazarika, Asstt. Chief Project, HUDCO Ltd., Regional Office, R.G. Barua Road, Ganeshguri, Guwahati – 781005.

By Orders Etc.,

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.19/99/618,

Dated Shillong, the 20th November, 2000.

OFFICE MEMORANDUM

Subject : Sanction of House Building Advance/House and Land Purchasing Advance.

Instances have come to the notice of Govt. in Finance Department that the contents in O.M. No.FEM.19/99/1, dt. 5.5.99 have been interpreted to mean that the First instalment of House Building Advance/Purchasing Advance, can be disbursed to applicant without requiring them to furnish the Deed of Agreement and other connected papers.

This is to clarify that the O.M. No.FEM.19/99/1, dt. 5.5.99 does not seek to dilute any required formalities. It is therefore hereby notified for information of all drawing and disbursing officers that all formalities required for completion of Form No.43 of the Meghalaya Financial Rules, 1981 should be complied with by all applicants for House Building Advance/Purchasing Advance.

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.19/99/618 – A,

Dated Shillong, the 20th November, 2000.

Copy for information and necessary action forwarded to :-

- | | | |
|----------------------------------|---|--------------------------------------|
| 1. All Administrative Department |) | All subordinates officers under your |
| 2. All Heads of Department |) | control may also please be informed. |
| 3. All T.Os/F.A.Os. |) | |

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

Dated Shillong, the 6th July, 1998.

OFFICE MEMORANDUM

Subject :- House Building Advance to the State Govt. Employees.

No.FEM.78/97/2, - In pursuance of the recommendation of the Third Meghalaya Pay Commission, and in modification of previous orders, the Governor of Meghalaya is pleased to enhance the ceiling on House Building/Purchasing Advance admissible to the State Govt. Employees as follows :-

- (a) Seventy five times the monthly basic pay or Rs.4.00 lakhs or actual cost, whichever is lower, for construction/acquisition.
 - (b) Thirty five times the monthly basic pay or Rs.75,000/- or actual cost, whichever is lower, for enlargement of existing house.
2. Those who have already drawn the advance under the existing rules and have not been able to complete the construction including sanitary and electric fittings etc. may also be granted an additional advance under the present rules on the basis of their revised pay. The additional advance shall also be granted to those who have drawn the advance prior to the revision of pay and the amount in both these cases should not exceed half of the employees entitlement minus advance already drawn by him.
 3. The Principal amount of advance shall be recovered in the instalments not exceeding 180 in number and the interest shall be recovered in the instalments not exceeding 60 in number for all categories of Government employees. The benefit of the increased number of instalments for the purpose of recovery of the advance shall also be admissible to those who have already drawn House Building/ Purchasing Advance and have not yet fully repaid the same, the outstanding amount including additional amount sanctioned, if any, under these rules being recovered in the remaining number of instalments permissible under the present rules.
 4. In calculating the amount already granted to the Govt. employees for the purpose of the balance admissible under the revised scale in terms of para 2 above, only the total amount granted as House Building Advance as distinct from House Repairing advance sanctioned, if any, should be taken into account.
 5. The advance under the existing rules covers such items of expenditure 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.
 6. In case of those officers who are likely to retire before the span of the period of recovery, the benefits of these revised rules should be given in such a way as to ensure complete recovery of the advance with interest before their retirement. In case of those officers who could not complete recovery before retirement, the

.....2/-

retirement, the balance amount should be adjusted against their Death-cum-Retirement Gratuity, etc.

7. The Governor of Meghalaya is also pleased to allow the employees hailing outside the State, to construct a house at any place of their choice within India subject to usual safeguards.

This order shall come into force with immediate effect.

Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.35/80/Pt/34,

Dated Shillong, the 1st November, 1985.

OFFICE MEMORANDUM

Subject : **GRANT OF P.O.L.**

The Governor of Meghalaya is pleased to allow reimbursement of the cost of P.O.L. to the following categories of Govt. employees for journeys performed by them within 8 Km. of Headquarters, which do not qualify for Travelling Allowance upto the limit as indicated against each with immediate effect.

<u>Designation of employees.</u>	<u>Rates of Conveyance Allowance per month.</u>
1. Special Secretaries/Secretaries to the Govt. of Meghalaya.	60 litres of Petrol & 4 litres of M.Oil P.M.
2. Commissioner of Division for Khasi & Jaintia Hills.	90 litres of Petrol & 4 litres of M.Oil P.M.
3. All Heads of Deptts. and Secretariat Officers of equivalent rank who have Allotted vehicles.	50 litres of Petrol & 4 litres of M.Oil P.M.

Further, the Governor of Meghalaya is pleased to enhance the P.O.L. admissible from 20 litres and 15 litres of Petrol to a uniform rate of 50 litres of petrol and 4 litres of Mobil oil per month to all Deputy Commissioners for journeys performed by them within 3 K.M. of Headquarters, which do not qualify for Travelling Allowance with immediate effect.

This partially modifies item II Sl.1(a) and (b) of Finance (P.R) Department's Office memorandum No.F(P.R).2/80/4, dt. 24.1.1980 (page 37 of Meghalaya T.A. Rules)

Sd/- (U.K. SANGMA)
Joint Secretary to the Govt. of Meghalaya,
Finance (APF) Department.

Memo.No.FEM.35/80/Pt/34-A,

Dated Shillong, the 1st November, 2006.

Copy to :-

1. All Spl. Secretaries/Secretaries to the Govt. of Meghalaya.
2. All Heads of Deptts. (3) All Administrative Deptts (4) All Deputy Commissioners.
5. Commissioner of Division for Khasi & Jaintia Hills.
6. Accountant General, Meghalaya, Shillong.
7. All F.As/F.A.Os (8) All Treasury Officers (9) S.A.D (Accounts)
10. Chief Minister Sectt. (11) Cabinet Affairs Department.
12. The Director, Printing & Stationery, Shillong for publication in the next issue of Meghalaya Gazette and also supply 100 printed copies to this Department.

By Orders Etc.,

Sd/-
Joint Secretary to the Govt. of Meghalaya,
Finance (APF) Department.

C O P Y

Corrections slip to Rule 10 of Meghalaya Travelling Allowance Rule, 1985

CORRECTION SLIP NO. 13

The current rate of permanent/Fixed Travelling Allowance under rule 10 as substituted by correction slip No.4 shall further be increased by 100% of the existing rates in all cases on the same terms and conditions.

This order comes into effect from 1.8.97.
(Reference O.M.No.F (PR)-80/97/11 dt. 6.10.97).

Sd/-
Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt/16 – A, Dated Shillong, the 22nd June, 1998.
Copy forwarded to :-

1. The Accountant General (A&E), Meghalaya, Shillong.
2. The Accountant General (Audit), Meghalaya, Shillong.
3. All Administrative Departments (4) All Heads of Departments.
5. All Deputy Commissioners/All Sub-Divisional Officer.
6. All treasury Officers/Financial Advisers/Finance & Accounts Officer.
7. The Director Printing & Stationery Meghalaya, Shillong. He is requested to supply this Department with 200 printing copies of the correction slips.

By Orders Etc.,
Sd/-
Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

C O P Y

Correction Slip to Rule 58(a) of Meghalaya Travelling Allowance Rules 1985.

CORRECTION SLIP NO. 12

For the existing table for entitlement of Transfer Grant and Packing Allowance on transfer under Rule 58(a) as substituted by correction slip No.7, the following table shall be substituted :-

Grade of Government Employees.	Transfer Grant		Packing Allowance	
	Within the State	Outside the State	Within the State	Outside the State
Grade - I	1500	4000	800	1500
Grade - II	1150	3000	600	1200
Grade - III	800	1500	450	900
Grade - IV	500	1000	300	600

This order came into effect from 6.10.97.
Reference O.M. No.F (PR)81/97/1, dated 6.10.97.

Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F)Department.

Memo.No.FEM.18/88/Pt.15 – A,
Copy forwarded to :-

Dated Shillong, the 22nd June, 1998.

1. The Accountant General (A&E) Meghalaya, Shillong.
2. The Accountant General (Audit) Meghalaya, Shillong.
3. All administrative Department. (4) All Heads of Department.
5. All Deputy Commissioners/Sub-Divisional Officers.
6. All Treasury Officers/F.As/F.A.Os.

By Orders Etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

COPY

Correction Slip to Rule 3 of Meghalaya travelling Allowance Rule, 1985

CORRECTION SLIP NO. 11

For the existing Grading of Government Servants for the purpose of calculating Travelling Allowance under Rule 3 as substituted by correction slip No.10 the following Grading shall be substituted :-

<u>Grade of employees</u>	<u>Pay range</u>
Grade - I	- All employees drawing pay of Rs.10,000/- P.M. and above.
Grade - II	- All employees drawing pay of Rs.5,500/-p.m and above but below Rs.10,000/-.
Grade - III	- All employees drawing pay of Rs.3,875/-p.m. and above but below Rs.5,500/- P.m.
Grade - IV	- All employees drawing pay of Rs.3,875/- p.m and below.

This order came into effect from 21.10.97.
(Reference O.M. No.F(PR)-91//97/1, dt. 21.10.97.)

Sd/-
Commissioner & Secretary to the Govt. of Meghalaya,
Finance (A.F) Department.

Memo.No.FEM.18/88/Pt/14 – A,
Copy forwarded to :-

Dated Shillong, the 22nd June, 1998.

1. The Accountant General (A&E), Meghalaya, Shillong.
2. The Accountant General (Audit), Meghalaya, Shillong.
3. All Administrative Departments. (4) All Heads of Departments.
5. All Deputy Commissioners/Sub-Divisional Officers.
6. All Treasury Officers/Financial Advisers/Finance & Account Officers.
7. The Director of Printing and Stationery, Meghalaya, Shillong. He is requested to supply this Department with 200 printed copies of correction slips.

By Orders Etc.,

Sd/-
Under Secretary to the Govt., of Meghalaya,
Finance (A.F) Department.

25th, March, 1988.

Correction Slip to Rule 38 of Meghalaya T.A. Rules, 1985.

CORRECTION SLIP NO. 6

Rule 38 – Substitute the following for the existing table under Rule 38,38(2) & 38(3)

Grade of Employees.	Outside the State but within	Outside the	
	Within the State.	the N.E. Region	Region
	Rs. P.	Rs. P.	Rs. P.
Grade - I	60.00	100.00	150.00
Grade - II	45.00	70.00	100.00
Grade - III	30.00	45.00	70.00
Grade - IV	25.00	38.00	60.00

Out station Government employees belonging to the above different Grades who are on tour to Shillong shall be entitled to Daily Allowance at the rates specified for those who are on tours to places outside the State but within the North East Region.

Note I - All India Services Officers in the Sr.scale shall be treated as Grade I employees irrespective of their pay.

Note 2 - The existing Rules and Orders relating to admissibility of Daily Allowance for different types of journeys shall continue.

Note 3 - Pending finalization of pay in the revised scale, the existing classification of Grades for the purpose of TA/DA shall continue.

2. Where the officers Government employees have to stay in a commercially run Hotel/Tourist Bungalow outside the State, they shall be reimbursed the actual lodging expenses subject to the limit as laid down hereunder. In Calcutta and New Delhi this facility will be admissible only in cases where no Govt. accommodation is available at the Meghalaya Houses. Claim for re-imburement shall be made on production of vouchers/receipts along with a certificate of non-availability of accommodation in the Circuit Houses from the officers incharge of the Houses at Delhi and Calcutta.

Grade.	Bombay, Madras, Calcutta & New Delhi	Other places.
	Rs. P.	Rs. P.
Grade I	225.00	175.00
Grade II	170.00	130.00
Grade III	95.00	75.00
Grade IV	60.00	45.00

This order comes into effect from 1.1.88
(Ref. O.M. No.F(PR)35/87/46, dt. 23.12.87 & OM.No.F(PR)35/87/47, dt. 23.12.87.)

Sd/- K.K. Sinha,
Spl.Secretary to the Govt. of Meghalaya,
Finance (APF) Department.

.....2/-

Memo.No.FEM.18/88/13 (A),

Dated Shillong, the 1st October, 1998.

Copy forwarded to :-

1. The Accountant General (A&E),Meghalaya,etc., Shillong.
2. The Accountant General (Audit), Meghalaya, etc., Shillong.
3. All Administrative Deptts/All Heads of Deptts/General. Admn. Deptt.
4. The Resident Commissioner,Meghalaya House, 9-Aurangzeb Road, N/Delhi-110011.
5. The T.A. & D.M., Meghalaya House, 10, Russel Street, Calcutta – 71.
6. All Deputy Commissioners/Sub divisional Officers.
7. All Financial Advisers/Treasury Officers/Finance & Accounts Officer.
8. The Director of Printing & Stationery, Govt. of Meghalaya, Shillong. He is requested to publish in the next issue of the Meghalaya Gazette and supply 200 printed copies to this Department.

By Orders Etc.,

Sd/-

Deputy Secretary to the Govt., of Meghalaya,
Finance (APF) Department.

C O P Y

**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

OFFICE MEMORANDUM

No.FEM.208/79/64,

Dated Shillong, the 18th October, 1982.

Subject :- GRADATION OF GOVERNMENT SERVANTS FOR PURPOSE OF AIR TRAVEL WITHIN INDIA.

The Indian Airlines have recently introduced on their airbus services within India a mixed class configuration of Executive Class and Standard Class. The Government of Meghalaya is pleased to order that Chief Minister, Speaker, Ministers, Ministers of State, Deputy Speaker, Chairman and Deputy Chairman, State Planning Board and any other person who has been declared by the Govt. of Meghalaya to have the same status as a Cabinet Minister or Minister of State, when travelling on tour within India may, at their discretion, travel by executive Class. All the others, whether Government Servants or non-officials who are authorised to travel by air within India at Government expenses shall be entitled to travel by standard class only.

This order shall be deemed to be a directive in its application to all Corporations, Undertakings or bodies wholly or substantially owned or controlled by the State Government.

V. RAMAKRISHNAN
Special Secretary to the Govt. of Meghalaya,
Finance Department.

Memo.No.FEM.208/79/64 – A,

Dated Shillong, the 18th October, 1982.

Copy forwarded for information and guidance to :-

1. Private Secretary to Chief Minister/P.S to Ministers/Ministers of State.
2. P.S.to Speaker, Deputy Speaker, Meghalaya Legislative Assembly, Shillong.
3. The Chairman/Deputy Chairman, State Planning Board, Shillong.
4. P.S. to Chief Secretary/All Secretaries to the Govt. of Meghalaya.
5. All Departments of the Secretariat (Civil & P.W.D)
6. The Secretary, Meghalaya Public Service Commission, Shillong.
7. The Secretary, Meghalaya Legislative Assembly, Shillong.
8. The Accountant General, Meghalaya etc., Addl.M.S. Building Shillong.
9. All Heads of Departments.

By Orders Etc.,

Sd/-

Joint Secretary to the Govt. of Meghalaya,
Finance Department.
