

Kerala Gazette No.47 dated 1 st December,1959
PART 1

GOVERNMENT OF KERALA

Abstract

ADVANCES-HOUSE CONSTRUCTION ADVANCES TO GOVERNMENT
SERVANTS-DOCUMENTS TO BE KEPT UNDER SAFE CUSTODY
AND TO BE VERIFIED BY THE HEADS OF DEPART
MENTS-INSTRUCTIONS ISSUED

FINANCE DEPARTMENT

G.O.(P) 592/59/Fin.

Dated, Trivandrum, 12th November 1959.

Read:- 1. G.P.PL4-21792/54/CS dated 17-12-1954
2. Memorandum No. 22542/59/Fin. Loans dated 6-8-1959

ORDER

According to Rule C (5) governing the grant of House Construction Advances to Government Servants, no amount shall be passed by the Comptroller in pre-audit unless the Head of the Department concerned certifies that the security bond in respect of the advance sanctioned to his subordinate is received by him or that the security bond in respect of the advance sanctioned to him is deposited in the District Treasury, Trivandrum as contemplated in Rule C(3). The Mortgage Bond, the insurance Policies assigned in favour of Governments as collateral security' and the agreement executed for the drawal of the amount for the purchase of plot or plot with house are being kept under safe custody till the principal and interest are completely repaid.

2. The mortgage bond and assignment of insurance policies are executed on clearing all the encumbrances and the Government get first charge over the property in execution of the bond. It is the duty of the Head of the Department to see that no fresh charge is created on the property and the insurance policy is kept alive during the period of repayment of the loan amount. But the safe custody of the bond does not prevent the party from creating equitable mortgages by deposit of title deeds and therefore it is essential that all the deeds relating to the properties offered as security should be kept under the custody of the Government.

G. 3608

To

The CF. Chalakudy.

3. In the circumstances Government direct that in each case while issuing the title certificate, the District Government pleader should show the details of documents produced by the party and how the applicant gets clear title to the property and also state the documents which are absolutely necessary to be kept under safe custody by the Government(i.e. documents to be kept in original; and those of which copies on plain paper have to be obtained). All such documents should be kept in safe custody along with the mortgage deed after the loan is sanctioned. The details of the documents obtained should be noted in the blank space on the right hand side of the register and attested by the Head of the Department.

4. The Insurance Policies should also be kept alive for which the payment of premia without default should be watched by the Heads of Departments, Where premia are deducted from the pay and allowance of the non-gazetted officers by short drawl in Establishment Pay Bills, the head of office can easily watch payment of premia and in the case of policies where the premia are paid by deduction from salary bills or otherwise or otherwise the loanee should satisfy his immediate superior authority in once in every three months that the premium is paid and policy is kept alive, The immediate superior to turn will report the fact to the Head of the Department who will make the necessary entries in the remarks column of the registers maintained in his office, duly attested. Such reports should be sent to the Comtroller in respected advances sanctioned to officers who have been deputed on Foreign Service conditions.

5. The procedure laid down in para 4 above will be followed by the Heads of Departments in order to see also that statutory dues such as property tax, land revenue, michavaram etc., are paid in time and the property offered as security is kept unencumbered.

6. All documents which are to be kept under safe custody should be obtained within the period fixed for the purpose, verified and kept as contemplated in Rule C (3) of the rules for the grant of House Construction Advances in Government Servants and the Heads of departments or Secretary, Board of Revenue , as the case may be will be held personally responsible for any dereliction of the duty in this matter. But he can nominate the Chief Ministerial Officer or the Superintendent in charge of the Establishment Section to assist him to keep the documents in safe custody. The documents pertaining to each loan should be kept in one cover or

7. folder with a label on the outside giving details of the contents. An annual verification of the documents should also be made and the fact recorded in the register

8. Finance (Code Revision) Departments will be Incorporate the instruction contained in this order in the Code .

By order of the Governor,

A BHASKARAN NAIR,
Assistant Secretary.

To

The Comptroller
The Heads of Departments and Offices
The Registrar, High Court (with C L)
The Secretary Public Service Commission (with C L)
The Secretary to the Governor
All Departments of the Secretariat
The Secretaries, Joint Secretaries, Additional Secretaries , Deputy Secretaries, Under Secretaries, and Assistant Secretaries.
The Personal Clerk to the Chief Secretary
The District Government Pleaders
The Finance (Code Revision) Section .
