

GOVERNMENT OF KERALA
Finance (Loans) Departments

CIRCULAR

No.27/79//Fin.

Dated, Trivandrum, 5th April 1979.

Sub:-Advance –House Building Advance to Government Servants-statement of requirement of funds for the year 1979-80-instructions issued.

Ref:- Circular No.84/78/Fin. dated 18-11-1978.

In the Circular cited all the heads of departments were directed not to forward further statements of requirement of funds for house building advance until further orders. Now they are directed to furnish details of applications received upto 31-3-1979 in the pro forma appended so as to reach Government before 30-4-1979 positively. Details of applications previously furnished to Government but which have not yet been selected by Government for sanction would also be included in the statements to be furnished.

2. As usual separate statements should be furnished to respect of (a) Class IV employees (b) Employees belonging to Scheduled Caste/Scheduled Tribes, (c) Employees who have entered into inter caste marriages and whose husband or wife belong to Scheduled Caste/Scheduled caste/Scheduled Tribe and (d) Others.
3. While preparing the statements the following instructions should be scrupulously followed:-
 - (i) Applications are supported with all the documents required under the rules.
 - (ii) Date of receipt of application to be entered in Column No.5 of the Proforma is the date of the signature of the official superior/ Head of Department /Board of Revenue recorded in the application in Form No.29 or 30 of the Kerala Financial Code, as the case may be.
 - (iii) Officers who are already in possession of a house either in their own name or in the name of their wives/husbands or minor children are not eligible for the advance and therefore the details of application from such officers should not be included in the statements. Such officers should be directed to apply to Government for special sanction and their applications may be forwarded to Government for consideration with the appropriate recommendation of the Head of Department.
 - (iv) Each application should be thoroughly scrutinized and only those which are eligible for the advance in all respects under the rules should be included in the statements. Doubtful cases should be reported to Government separately for orders.

PROFORMA

SL. No	Name Designation of the applicant	Date of birth	Length of continuous service	Date of receipt of applications	Date of issue of title certificate or PWD Engineers Certificate as the Case may be
(1)	(2)	(3)	(4)	(5)	(6)

Basic pay	Purpose of the advance	Amount of advance applied for	Amount of eligible for	Remarks
(7)	(8)	(9)	(10)	(11)

How the eligible amount has been worked out and the rule under which the advance is to be sanctioned should be briefly indicated in each case in Column No.11.

4. Heads of Departments are also directed to furnish the details of house building advance sanctioned to officers belonging to Scheduled Castes/ Scheduled Tribes in their departments during the financial year 1978-79 in a separate statements. This statement should contain the names and designation of each such officer and the amount of house building advance (both original advance and additional advance) sanctioned to him/her.

E. KUMARA MENON
Additional Secretary (Finance)

To

The Accountant General, Kerala, Trivandrum
 All Heads of Departments & Officers/The Registrar of High Court,
 Ernakulam (with C.L)
 The Secretary, Kerala Public Service Commission, Trivandrum (with C.L)
 The Secretary. Legislature Secretariat
 The Deputy Secretary, General Administration Department
 The Secretary, Law Department
 The Joint Secretary, Election Department
 The Development Commissioner, Trivandrum
 The Secretary to Governor
 The Principals, Medical Colleges, Trivandrum/ Calicut/Kottayam and Alleppey

The Principles Law College, Trivandrum/Ernakulam/Calicut
The Industrial Tribunal, Calicut/Alleppy
The Confidential Assistant to Special Secretary (Finance)
The Private Secretart to Minister(Finance)
The Private Secretary to Chief Minister & other Ministers.