

No. FD Loans:2006/S.O.I./P.38/ 9148
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(LOAN CELL)
SCO 110 -11,SECTOR 17- C, CHANDIGARH.

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
Distt. & Session Judges, Deputy Commissioners
in the State of Punjab.

Dated, Chandigarh the 14/7/06

Subject: Grant of House Building Advance and Conveyance Advance to Punjab Government Employees.

Sir

I am directed to invite your kind attention towards this office letter No. FD(Loans)2005/SOI/P-32/1729, dt. 3.2.2005, vide which Scheme for providing of HBA/Conveyance advance to Pb. Govt. employees through Bank of Punjab (now Centurion Bank of Punjab) was circulated. This scheme could not prove successful due to undue delay in sanctioning and disbursement of loans and delay in crediting the instalments in their loan accounts recovered from the salary of the Govt. employees due to circumstances beyond their control.

2. To remove these bottlenecks, the Punjab Govt. has decided that Govt. employees be allowed to avail loan on account of House Building Advance and Conveyance Advance from any Bank/ Financial Institution of their choice, after obtaining the requisite approval under Conduct Rules from the competent authority.

3. In the event of death of Government Employee, the Government shall make payment of loans along with interest outstanding against the deceased government employee for which he would have been eligible at the time of his death under Chapter 10 of Punjab Financial Rules Vol. I /instructions. The payment shall be made according to following limits :

House Building Advance

Purchase of plot:	55 basic pays plus Dearness pay or maximum Rs.5 lacs or the balance amount of loan including interest , which ever is less.
Purchase/Construction of House:	110 basic pays plus Dearness pay or maximum Rs.10 lacs or the balance amount of loan including interest, which ever is less.
Enlargement /repair/Renovation:	40 basic pays plus Dearness pay or maximum Rs.5 lacs or the balance amount of loan including interest which ever is less.

In the event of death of loanee, the maximum amount that may be paid to the Bank/Financial Institution will be limited to Rs.10 lacs (Rs. Ten Lacs only) or the balance amount of loan including interest which ever is less for all the above purposes.

Conveyance Advance

Car Advance	30 basic pays including Dearness pay or maximum Rs.5 lacs or balance amount of loan including interest which ever is less.
Motor Cycle/Scooter /Moped Advance	Rs.40000/- or the balance amount of loan including interest which ever is less.

The maximum amount payable to the Bank/Financial Institution will be limited to Rs.5 lacs (Rs.Five Lacs only)) or the balance amount of loan including interest which ever is less for conveyance purposes.

The payment of outstanding amount of loan alongwith interest shall be made direct to the Concerned Bank/Financial Institution subject to the fulfillment of following conditions:

- i) That the Government employee is survived by his wife/husband as the case may be or unemployed sons, daughters, father, mother minor brothers and sisters entirely dependent upon the deceased as certified by the Deputy Commissioner concerned.
- ii) That the amount of loan was utilized by the deceased employee for the intended purpose.
- iii) The balance outstanding amount at the time of death of the Government Employee, had the employee paid the instalments as per schedule, shall be paid. These details will be obtained from the concerned bank.
- iv) Sanctioning authority shall ensure that the deceased Government employee was eligible to obtain loan (HBA and Conveyance) as per provisions contained in chapter 10 of Punjab Financial Rules volume I and instructions issued from time to time.

3 Concerned loanee employee will repay the instalments of loan directly to the concerned Bank/Financial Institution.

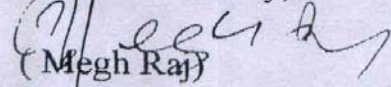
4. In case of death of Govt. employee while in service, the power to sanction payment of balance amount of loan including interest to the concerned Bank/Financial Institution as per terms and conditions mentioned above are delegated to the Head of Departments. The expenditure on this account will be debited to the concerned salary Head of Account (Proforma for sanction of payment is enclosed).

5. Wherever above instructions are silent, rules contained in chapter X of Punjab Financial Rules Vol. I shall be applicable.

6. You are requested to please comply with these instructions in letter & spirit and also circulate these instructions to all Govt. employees. Further all efforts may

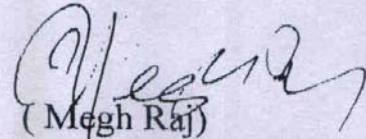
made to expedite the processing of applications for permission to raise loan by Govt. employee. In the event of death of Govt. employee in harness, you are requested to make balance payment to the concerned Bank/Financial Institution at the earliest after observing formalities under rules/instructions.

Yours Sincerely,


(Megh Raj)

Special Secretary Finance
Cum Director(T&A) *WS*

A Copy is forwarded to the Chief Secretary to Govt. Punjab, all Financial Commissioners/Principal Secretaries and Administrative Secretaries to Govt. of Punjab for information and necessary action.


(Megh Raj)

Special Secretary Finance
Cum Director(T&A) *WS*

To

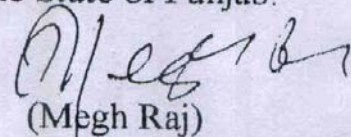
1. The Chief Secretary to Govt. of Punjab.
2. All Financial Commissioners/Principal Secretaries to Govt. of Punjab.
3. All Administrative Secretaries to Govt. of Punjab.

I.D. No. FD Loans 2006/S.O.I./P.38/ 9149-50 Dated, Chandigarh, the 14/7/06

Endst.No. FD Loans 2006/S.O.I./P.38/9151-53 Dated, Chandigarh, the 14/7/06

A copy is forwarded to the following for information and necessary action:-

- 1) Accountant General(A&E) Punjab.
- 2) Principal Accountant General(Audit) Punjab.
- 3) All District Treasury Officer/Treasury Officers in the State of Punjab.


(Megh Raj)

Special Secretary Finance
Cum Director(T&A) *WS*

ORDER

Sanction is hereby accorded as per instructions issued vide Finance Department (Loan Cell) Pb. letter No.....dt..... to make payment of Rs.....(Rs.....) on account of outstanding House Building Advance/Conveyance Loan including interest taken by Late Sh.....Designation.....expired onOffice of.....The Loan of Rs..... on account of HBA/Conveyance availed by the deceased Govt. employee from.....(Name of Bank/Financial Institution). The requisite sanction under Conduct Rules was issued vide letter No.....dt..... to raise loan by the Govt. employee amounting to Rs.....

The Expenditure will be debited to the Major Head (Service Head)- Sub Head- Minor Head- Sub Head SOE- Salary during the year

It is certified that:-

1. The deceased Government servant is survived by his/her/wife/husband. **OR** the deceased Govt. servant is survived by his sons, daughters, father, mother, minor brothers and sisters who are unemployed and were entirely dependent on the deceased as per certificate issued by the Deputy Commissioner concerned.
2. The Bank has certified that an amount of Rs..... would have been outstanding at the time of death of the Govt. employee had he paid the instalments of loan as per schedule. Further the Bank has also intimated that an amount of Rs.....was outstanding on account of Principal and interest at the time of death of Govt. employee vide their letter No.....dt.....
3. As per instructions issued vide F.D. letter dt.....the maximum amount of Rs.....is admissible to be paid considering basic pay and D.P. of the Govt. employee at the time of his death.

Head of the Department.

Dated:-

Endst.No. Dated.....

A copy is forwarded to the following for information:

1. The Pr.Accountant General(Audit) Punjab, Chandigarh.
2. The Accountant General(A&E) Punjab, Chandigarh.

3. Smt./Sh. Miss.....W/O/Son/Daughter/of Late
Sh.....Tehsil.....Distt.....Punjab.

Signature with designation(Department)

A copy is forwarded to the Secretary to Govt. of Punjab Department of Finance (Loan Cell) w.r.t. their letter No.....dt.....

Signature with Designation(Department)

To

The Secretary to Govt. Punjab,
Department of Finance(Loan Cell)

I.D.No.....Dated.....