

Common types of omissions noticed in
in the House Building Advance
recovery Schedules -

Avoidance of -

GOVERNMENT OF MAHARASHTRA
Finance Department.

CR1979043001

Government Circular Memorandum No. TRW.1378/2031/CR-2356/78/ADM-9.
Mantralaya, Bombay-400 032, Dated 30th April 1979.

GOVERNMENT CIRCULAR MEMORANDUM

It has been brought to the notice of Government that there are certain omissions in the recovery schedules for the House Building Loans to individuals or members of Cooperative Societies. The common types of omissions/irregularities are shown in the annexure to this Circular Memorandum alongwith the instructions for avoidance of such irregularities. All heads of Departments/Offices are requested to bring these instructions to the notice of all the drawing and disbursing officers working under them for strict observance in future.

By order and in the name of the Governor of Maharashtra,

N.V. DEUSKAR,
Assistant Secretary to Government,
Finance Department.

To

- The Accountant General, Maharashtra I, Bombay,
- The Accountant General, Maharashtra II, Nagpur, with reference to his letter N. DCE/HBA/Misc/918, dated 4th November 1978, addressed to the Secretary to the Government of Maharashtra, General Administration Department, Mantralaya, Bombay,
- The Directorate of Accounts and Treasuries, Bombay,
- The Deputy Director of Accounts and Treasuries, Pune / Nagpur,
- All Departments of Mantralaya,
- All Heads of Departments and Offices,
- All Treasury Officers,
- The Pay and Accounts Officer, Bombay,
- The Resident Audit Officer, Bombay,
- The Secretary, Maharashtra Legislature Secretariat, Bombay,
- *The Registrar, High Court, Bombay,
- *The Prothonotary and Senior Master, High Court, Bombay,
- *The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
- *The Secretary, Maharashtra Public Service Commission, Bombay.

*By letter.

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Sr. No.	Irregularity	Instructions.
4.	Full details of House Building Advances e.g. Voucher Number, month of account, Treasury, drawing and disbursing Officer who drew the advance, major head of account against which the advance was drawn are not invariably indicated in the prescribed column of the recovery schedule.	The recovery schedules should invariably be prepared in the Maharashtra Treasury Rules form 55 prescribed under Rule 540 of the Maharashtra Treasury Rules and the details of the advance drawn viz. (a) treasury from which the advance was drawn and by whom; (b) treasury Voucher Number and the month of Voucher; a n d (c) the head of account to which the pay and allowances of the loanee were debited at the time the advance was sanctioned.
5.	The prescribed forms of recovery schedule as laid down in Rule 540 of Maharashtra Treasury Rules are not used.	Should invariably be mentioned in the schedules. If the Government employee is transferred, these details should be furnished on his L.P.C. sent to his new office and a remark indicating his transfer to other Office with its place, if it is outside the district should be made in the schedule accompanying the monthly bills.
6.	Balance outstanding against the official in each month is not furnished in Column 10 of the recovery schedule.	The balance must be indicated properly in Column 10 of the recovery schedule i.e. Form M.T.R. 55 as also the instalment of recovery.

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