

GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT

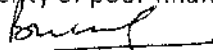
NOFEM.43/2009/24,

Dated Shillong, the 19th April, 2012.

OFFICE MEMORANDUM.

In order to streamline the process of writing off of various Govt. outstanding dues like House Building Advance, Motor Car Advance, Motor Cycle Advance, Computer Advance, Medical Advance, the Governor of Meghalaya is pleased to frame the Guidelines as specified below :

1. All applications for write off cases shall be submitted to Finance (A.F) Department in two prescribed application forms, one indicating the financial position of the applicant and the other by the Administrative Departments concerned, duly completed in all aspects.
2. Any cases where an order of appointment on compassionate grounds was given to the next of kin of a deceased Govt. Employee the write off cases may be considered to the extent as indicated below :-
 - (a) For appointment on compassionate grounds in Grade III post, no write-off shall be considered. For refunding of the outstanding amount, the monthly installment shall be fixed by the Head of Office after due diligence and taking into consideration the amount to be refunded.
 - (b) For appointment on compassionate grounds in Grade IV post, Write-off may be considered up to 50% only depending upon the financial position and the number of dependents of the family of the deceased Government employee whereas the balance amount is to be recovered on a monthly installment, to be fixed by the Head of Office after taking into consideration the balance amount to be refunded.
3. Regarding old/pending cases where no compassionate appointment to the next of kin has been considered, or for those fresh cases that may arise after the order discontinuing the practice of appointment on compassionate ground, the write-off may be considered to the extent as indicated below :-
 - (a) For cases where the family of the deceased Govt. employees has fallen into the BPL category as per the BPL list to be published by C & RD Department for rural areas and by Urban Development Department for Urban areas from time to time, the Write-off may be considered fully.
 - (b) For cases where the family of the deceased Govt. employees has not fallen into the BPL category as per BPL list of C & RD or Urban Affairs Department the Write-off may be considered upto 50% depending upon the severity of poor financial position of the family.


(B.K. Dev Varma))

Additional Chief Secretary to the Govt. of Meghalaya,
Finance Department.

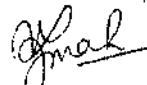
Memo.No.FEM.43/2009/24-(A)

Dated Shillong, the 19th April, 2012.

Copy forwarded for information to :

1. Accountant General (A&E), Meghalaya, Shillong.
2. P.S. to Chief Minister for favour of information of the Chief Minister.
3. P.S to Deputy Chief Minister's for favour of information of the Deputy Chief Minister's.
4. P.S. to Minister/Minister of State for favour of information of the Minister/Minister of State.
5. P.S to Speaker for favour of information of the Speaker.
6. Chief Secretary to the Govt. of Meghalaya.
7. All Administrative Departments.
8. All Heads of Departments.
9. All Deputy Commissioner.
10. All Treasuries Officers.
11. All F.As/F.A.O.
12. The Director of Printing & Stationery with a request to publish it in the Meghalaya Gazette and supply this Department with at least 20 copies of the Meghalaya Gazette.

By Orders Etc.,



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

ANNEXURE A

PARTICULARS TO BE FURNISHED TO FINANCE (A.F) DEPARTMENT
BY THE CONCERNED ADMINISTRATIVE DEPARTMENT ALONG WITH THE
PROPOSAL FOR WRITING OFF OF VARIOUS ADVANCES.

1. Name of Govt. Servant :
2. Date of entering service :
3. Date of confirmation (please
indicate order No.) :
4. Pay (Basic Pay) on the date of death of
Govt. employee. :
5. Date, Month & year of taking advance
(indicate sanctioning order No.) :
- Type of advance indicating the amount
(a) House Building Advance :
(b) Motor Car Advance :
(c) Motor Cycle Advance :
(d) House Repairing Advance :
(e) Computer :
6. Whether regular recovery of advance effected :
(indicate the amount of instalment per month
and the date from which recovery started.) :
7. Amount of Interest accrued (indicate A.G's
letter No. and date.) :
(a) House Building Advance :
(b) Motor Car Advance :
(c) Motor Cycle Advance :
(d) House Repairing Advance :
(e) Computer Advance :
8. Date of death of Govt. employee supported
by death Certificate :
9. (i) Total amount of recovery already made :
till before death :
(ii) Outstanding amount of advance recoverable :
10. Amount prayed for /proposed for writing off. :
11. Financial position of the family of the deceased :
employee supported by D.C./ADM'SDM
Certificate :
12. Amount of DCRG authorized by A.G. :
13. Amount of Leave Encashment payable :
14. Any other recoveries (please indicate details) :

Signature of the Head of Office.

**CERTIFICATE OF FINANCIAL POSITION OF THE FAMILY OF THE
DECEASED GOVERNMENT EMPLOYEE FOR THE PURPOSE OF
WRITE OFF OF GOVERNMENT OUTSTANDING DUES**

1. (a) Name of the Applicant :
(b) Address :
2. Relation with the deceased Govt. Servant :
3. Dependants of the deceased and their occupation :
4. (a) Type of advance/Amount sanctioned and drawn by the deceased Govt. Servant. :
(b) Whether the amount has been fully utilised for the purpose for which it was sanctioned. :
(c) If yes, please furnish details of assets acquired . :
(d) If no, how was the amount utilised :
5. Whether any eligible member of the family has been appointed/likely to be appointed on compassionate ground ? Please furnish the Post/Office to which appointment is being considered. :
6. Income of the dependant from all sources (to be shown in detail) :
7. (a) Movable/Immovable properties left behind by the deceased :
(b) Name the successor to (a) above indicating the marital status to be supported by documentation.:
- 8 (a) Whether the family falls into the BPL category :
(b) If yes, please furnish a certificate from the Deputy Commissioner.
- 9.(a) Remarks/Findings and recommendation by the District Magistrate/ADM/SDM. :

Signature the applicant.

Signature & Designation of the DM/ADM/SDM