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**GOVERNMENT OF MEGHALAYA
FINANCE (A.F) DEPARTMENT**

No.FEM.47/2009/10,

Dated Shillong, the 8th December, 2009.

From : Shri B.K. Dev Varma, IAS.,
Principal Secretary to the Govt. of Meghalaya.

To

All Administrative Departments/All Heads of Deptts./Commissioner of Division/All Deputy Commissioners/Sub Divisional Officers/ Officer i/c of Administrative Units/District Offices/ Meghalaya House, Calcutta/Delhi.

Subject : Grant of Advance to State Govt. Employees in connection with Children's Education Advance under the Head "7610-Loans to Govt. Servants-800-Other Advances-(b) Advances for Children Education.

Sir/Madam,

In pursuance of the Govt. resolution on the recommendation of the 4th Pay Commission and in supercession of this Department's letter No.FEM.17/2004/10, dt. 4th September, 2007, I am directed to say that the Governor of Meghalaya is pleased to order that the Advance mentioned above may be sanctioned once in a year to all categories of non-gazetted State Govt. employees, having school-going children or dependent upon them for meeting their education expenses and whose basic pay does not exceed Rs.18,620/- p.m. subject to the following terms and conditions :-

1. The amount of the advance is limited to Rs.5,500/- (Rupees five thousand five hundred) only for one school-going children and Rs. 11,000/- (Rupees eleven thousand) only for two or more school-going children.

If husband and wife are both serving, advance will be admissible only to one of them. Similarly, if in a family there happens to be more than one person serving under the Govt. the advance will be admissible only to one such Govt. servant unless each one of them have their own children completely dependent upon them.

2. The advance may be sanctioned to an employee of any establishment who is eligible to get the advance on his/her individual application.

3. The advance is restricted only to State Govt. employees with school-going children including children other than his/her own but who is/are completely dependent upon the Govt. Servant concerned.

A certificate as to the number of school-going children of an employee concerned should be obtained in the following manner :-

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| (a) For Secretariat employee | - | From an Officer not below the rank of Under Secretary of any Department. |
| (b) For employees of other Offices | - | From the Head of the office or any of the Gazetted Officers of his office duly authorised by him. |

4. The advance may be drawn during the month of January and February in any Calendar year.

5. The advance is admissible to an employee of any establishment only once in a Calendar year.

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6. The advance is recoverable in not more than 10(ten) equal monthly instalments in case of advance taken at the rate of Rs. 11,000/- and 5(five) equal monthly instalments in case of advance taken at the rate of Rs.5,500/- and should commence with the next pay bill after the advance is drawn.

7. The advance is admissible only to those who are either on duty or on leave other than extra-ordinary leave.

8. Temporary Govt. employees who have not rendered at least three years continuous service including casual employees shall have to furnish surety from permanent Govt. employees or any other form of security considered adequate by the sanctioning authority along with their applications. The sanctioning authority should also satisfy himself that the temporary Govt. employee is not likely to be discharged before the advance is recovered in full.

9. The authority competent to sanction this advance will be the head of the office concerned as defined in rule 28 of the Meghalaya Financial Rules, 1981. Sanction to be made only on obtaining specific allotment of funds from their respective heads of Departments.

10. The advance is debitable to the head "7610-Loans to Govt. Servants-Other advances-(b)-Advances for Children Education".

This order will come into force with immediate effect.

All subordinate officers under your control may please be informed accordingly and the instructions contained herein may be strictly adhered to.

Requirement of fund should be submitted along with the names of applicants with respective amounts applied for or admissible so as to reach this Department by the 15th December of the preceeding year positively. Please note that applications received after the said date will not repeat will not, in any case, be entertained.

It may also be noted that applications from various District offices, etc., should be routed through the heads of the Department's concerned so as to ensure entertainment of the same.

Yours faithfully,

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

Memo.No.FEM.47/2009/10 – A,
Copy forwarded for information to :-

Dated Shillong, the 8th December, 2009.

1. The Accountant General, Meghalaya, etc., Shillong.
2. All Treasury Officer and Sub-Treasury Officer in Meghalaya.
3. Finance (E.A) Department.

By Orders Etc.,

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