

71/6/2001
COMMISSIONERATE OF MUNICIPAL ADMINISTRATION, CHEPAUK, CHENNAI - 5

Roc.No. 72413/97/D2

Dated: 2.6.2001

C I R C U L A R
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Sub: HOUSE BUILDING ADVANCE - House Building Advance sanctioned to Municipal Employees by Commissioner of Municipal Administration - calculation of interest on House Building Advance - Certain instructions - issued.

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The Office of the Commissioner of Municipal Administration is receiving number of proposals on the calculation of interest on House Building Advance sanctioned to employees of local bodies including erstwhile teaching and non-teaching staff of the educational institutions of the local bodies. While sanctioning the House Building Advance to them it has been specifically indicated, the number of instalment, the quantum of recovery for each instalment and the rate of interest etc. It has also been specifically stated in the sanction order how and when the interest of the House Building Advance has to be recovered from the loanees. But the instructions has not been followed scrupulously and individual representation for calculating interest of House Building Advance and its correctness were forwarded to this office by the Commissioner of Municipalities and Assistant Education officers/Chief Education Officers of Education Department. In this connection, it is stated that the recovery of loan from the pay bill of the loanee is the duty of pay drawing and disbursing officer and its correctness has to be done by the bill passing authority. The attitude of the pay drawing officers in forwarding the individual application by shirking their responsibilities is construed as dereliction of duties which attract action against the officer/official concerned including disciplinary action.

Hence the pay drawing officers are requested to make the House Building Advances loan recovery from the loanee as ordered in the sanction order, including the recovery of interest on House Building Advance loan. Only proposals for the release of document alone may be sent to Commissioner of Municipal Administration's office along with loan and interest recovery and remittance particulars.

Sd/- K. GANESAN,
COMMISSIONER OF MUNICIPAL
ADMINISTRATION

To

All Municipal Commissioners
All Commissioners of Corporations
All Regional Directors of Municipal
Administration

'D1' for necessary action
'D2' for necessary action.

Copy to: All Officers
" All Sections

//Forwarded by order//

81.07.25
SUPERINTENDENT

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