COPY

Government of Meghalaya
Finance (APF)Department

No.FEM.4/78/22, Dt.Shillong, the 20th.July, 1981.

OFFICE MEMORANDUM

Sub : Claim of House Rent Allowance with retrospective effect.

It has come to the notice of this Deptt. that for sometime pastGovt.Servants had not conformed to the requirement of the provisions contained in the O.M.No.FEM.57/70/50, dated 13.11.70 read with subsequent letter No.FEM.4/78/19, dated 29.8.79, while preferring their claims for House Ren' Allowance.

With a view to streamline the process of sanction of House Rent Allowance to the claimants, the following procedure should be adhered to :-

1. All Govt. servants should strictly comply with the requirement of para 8(a) of the aforesaid O.M.i.e. their claims for House Rent Allowance should be preferred only when the certificates in relevant annexures have been submitted to Accountant General through their respective offices in January and July each year stating therein any change in any of the provisions of the certificates last given.

2. All claims for House Rent Allowance which are not time barred should be submitted through the respective Head of offices.

3. Where claims could not be preferred within a period of six months from its due date, the Heads of offices should forward such claims to Finance Deptt. for consideration and necessary orders.

Sd/-B.Khongwir,
Under Secy. to the Govt.of Meghalaya,
Finance (APF) Deptt.

Memo.No.FEM.4/78/22(A), Dt.Shillong, the 20th.July, 1981.

Copy forwarded to :-

1. The A.G., Meghalaya, etc., Shillong with ref. to his letter No.MGI/HRA/1986 dt. 7.2.81.

2. All Administrative Deptts/All heads of Deptts/All D.Cs./ S.D.Os./E.A.Cs.I/C Administrative Units. for information and necessary action.

By Order Etc.,
Sd/-B.Khongwir,
Under Secy. to the Govt.of Meghalaya,
Fin.(APF)Deptt.

GOVERNMENT OF MEGHALAY
FINANCE :: (APF) :: DEPARTMENT

No.FEM.4/78/19 Dated Shillong, the 29th August, 1979.

From:- Shri T. Budkma, A.C.S.,
Officer on Special Duty to the Govt. of Meghalaya.

To:- All Administrative Departments/Heads of Deptts.

Subject:- Claims of House Rent Allowance with restrospective effect.

Sir,

Attention is invited to para 8(a) of this Departments' Office Memorandum No.FIN.57/70/50 dated 13-11-70 wherein the procedure for claim of House Rent Allowance has been prescribed. It has been brought to the notice of the Govt. that in many cases the claim for House Rent Allowance were preferred after a long period of time from the date of entitlement. This has created certain difficulties in the issue of authorisation for drawal of the same.

After careful consideration it is decided that henceforward claims for House Rent Allowance should be submitted within six months from the date of entitlement in the prescribed forms. Claims preferred after six months will not be entertained.

This order may be brought to the notice of subordinate offices, under your control.

Sd/- T.Budkma,

Officer on Special Duty to the Govt. of Meghalaya.
Finance (APF) Department.

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Memo No.FEM.4/78/19-A Dated Shillong, the 29th August, 1979.

Copy forwarded to :- The Accountant General, Meghalaya, etc., Shillong with reference to his letter No.MG.1/Sup/1141 dated 16-4-79. He is requested to dispose of future cases accordingly. Regarding pending cases those may be disposed of without reference to the said time limit.

2. All Deputy Commissioners/Sub-Divisional Officers for information and necessary action.

By order etc.,

Sd/- T.Budkma,

Officer on Special Duty to the Govt. of Meghalaya,
Finance (APF) Department.

**(LETTER HEAD OF CONTROLLING AUTHORITY)**

# NON-OCCUPANCY CERTIFICATE

Certified that Shri/Smti.....

working at ..... as.....

is not occupying any Government quarter with effect from.....till.....

Signature with seal of the Controlling Authority.