VOLUME 19

Pay, Allowances, Pension & Advances

Pay & DA · allowances · leave · pension, NPS, UPS & GPF · house building & EV advance · OPID Act

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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No. 19582 **/F., Dt.** 11th July, 2023

PT2-FIN-TRY-MEET-0001-2017

OFFICE MEMORANDUM

Sub: Revised procedure for payment of final accumulations under General Provident Fund (GPF) Accounts.

The manner of final withdrawal of accumulations in the General Provident Fund (GPF) account of subscriber has been laid down under Rule-32 of General Provident Fund (Odisha)Rules, 1938 and Subsidiary Rule-669 of Odisha Treasury Code, Volume-I.

2. Withdrawal of final GPF amount becomes due on retirement / proceeds on leave preparatory to retirement / quitting service on resignation / dismissal or removal from the service / in-service death / absconding of the subscriber. In terms of provision of Subsidiary Rule-669 of Odisha Treasury Code, Volume-I, the subscriber is required to submit GPF final withdrawal application in O.T.C.-80(A) (Gazetted Employee)/ O.T.C.-80 (B) (Non-Gazetted Employee), except in-service death and absconding, to the Head of Office or Heads of the Department, as the case may be, for processing and onward submission of the same to the Accountant General (A&E), Odisha. In case of in-service death or absconding, final withdrawal application in Form O.T.C.-80 (C) is submitted by the nominee where nomination exists or major claimants in other cases.

3. The extant GPF Rules also provide timeline for submission and processing of the final GPF application. As per the said timeline, the final authorities will be issued by the GPF Accounting Authority i.e., Accountant General (A&E), Odisha at least a month before the date of superannuation but payable on the date of superannuation. However, it is noticed that, in most of the cases, the final GPF is not paid to the retiring Government servants immediately after retirement. The delay is caused due to late submission of application by the subscriber or delayed processing by the Head of Office. This denies the retiring employees in getting their GPF accumulation in time.

4. In order to streamline the withdrawal process of final accumulated amount of GPF, the State Government has been pleased to revise the existing procedure and introduce an electronic processing system described as below:

(a) Initiation of the final GPF withdrawal: The modalities for submission of application have been amended vide Finance Department Notification No. 13279/F, dt. 02.05.2023. The revised procedure for initiation of Final GPF application is as follows:

i. The Head of office shall initiate and forward the details of the subscriber retiring or quitting the service to the Accountant General (A&E), Odisha at least 3 months prior to the date of superannuation or after quitting service or one month in other cases, as the case may be, indicating the recoveries effected against the advances and the number of installments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account.

ii. However, in case of final withdrawal upon death or absconding of the subscriber, the claimant shall submit the application to the Head of office in which the subscriber (the deceased Government servant) last served.

(b) Revision of the application forms: To further simplify and make the final GPF withdrawal application compatible with the online process, amendment has been made in Subsidiary Rule, 669 of Odisha Treasury Code, Vol.-I, vide Finance Department Notification No. 19568, dated 11/07/2023. Forms prescribed under OTC-80A and OTC-80B have been merged and a combined form namely OTC-80A (revised) has been framed for both gazetted and non-gazetted employees. The Head of Office/Heads of Department/Department, as the case may be will process the application in the revised Form OTC-80A.The existing Form OTC-80(C) of Odisha Treasury Code Vol-II has been suitably amended which is prescribed to be used by the nominee/family members consequent upon death/absconding of the subscriber as the case may be. The amended forms OTC-80A and OTC-80C are attached in "**Annexure-A**" and **Annexure-B** respectively.

(c) Online submission & processing: In order to avoid the delay in processing, facility has been provided in IFMS for online submission and processing of final GPF applications with the following modalities:

i. The Head of office shall initiate the process online with Digital Signature/ e-Sign in Form OTC- 80(A) and forward the details of the subscriber retiring or quitting the service to the Accountant General (A&E), Odisha at least 3 months prior to the date of superannuation and within three months from the date of death or voluntary retirement or compulsory retirement or dismissal from service. **In this regard it may be mentioned that henceforth the subscriber is not required any application for final withdrawal of GPF on superannuation or voluntary retirement or compulsory retirement or dismissal from service. It shall be solely the responsibility of the Head of Office to submit and process the final GPF application in the prescribed timeline.**

ii. In case, the Head of Office is the subscriber applicant herself/himself, the application shall be initiated by the concerned Heads of Department or Department, as the case may be.

iii. In respect of the employees who are on deputation to Foreign Bodies, the application shall be initiated by their Cadre Controlling Authority for transmission of the same to the Accountant General (A&E), Odisha.

iv. In case of final withdrawal upon death / absconding of the subscriber, the Nominee/ Legal heir, as the case may be, shall submit the application online in the revised Form OTC-80 (C) of the Odisha Treasury Code Vol-II using GPF Series and Account Number or HRMS ID of the deceased employee. At the time of online submission of the application, the nominee details will be fetched from HRMS (if available), otherwise the same has to be entered by the applicant.

v. At the time of submission of the application by the Nominee/ Legal heir, the employee details will be auto populated from HRMS and facility has been provided for uploading of supporting documents in the form of attachments. The bank account details of all eligible claimants and mobile number shall be mandatory to facilitate payment of final GPF after due authorisation. The applicant shall upload the scanned copy of the cancelled cheque/ specific page of the bank passbook which depicts the Account Number, IFSC etc for necessary validation. In such cases, the claimant shall submit the print out generated from IFMS with her/his signature to the Head of Office under which the deceased/absconding employee last served. The submission of the ink-signed copy of the online application will be dispensed with after the OTP based Aadhaar e-Sign facility is enabled in IFMS.

vi. The scanned copy of the ink-signed application submitted by the claimant(s) will be uploaded as an attachment in the online application by the Head of Office for further processing at the level of the Accountant General (A&E), Odisha.

(d) Conditions for online processing:

i. No GPF withdrawal, whether temporary or part-final will be sanctioned after the final GPF application is initiated by the Head of Office.

ii. To ensure authorization of GPF final withdrawal immediately on the date of retirement of the subscriber, the Application should reach the Office of the Accountant General (A&E), Odisha at least three months prior to the retirement of the employee.

iii. The final GPF Authority shall be issued by the Accountant General (A&E) in electronic form with Digital Signature /e-Signature of the designated Officer payable only through the Nodal Treasury i.e., State Pension Treasury (SPT),

Bhubaneswar as stipulated in Finance Department O.M. No - 26968/F, Dt. 06.10.2020.

iv. The bill for drawal and disbursement of GPF authority will be generated by the system in IFMS taking into account the inputs related to bank details submitted during the processing of application.

v. The "User Manual" for online submission and processing of final GPF application is placed at "**Annexure-C**".

(e) Tracking Mechanism: Facility has been provided in Citizen Services link of IFMS-Odisha for the claimant to track her/his application by giving the GPF Series & Account No. SMS alert shall also be sent to the mobile number of the claimant during processing of the application. Once the electronic authority is issued, copy of the authority (.pdf format) can be downloaded by the claimant from the Odisha Treasury Portal (https://www.odishatreasury.gov.in/portal).

5. Role of GPF Subscriber and DDO/ Head of Office in Resolution of Missing Credits

In the revised procedure, as the subscriber is not required to submit her/his final withdrawal of GPF application, she/he shall verify her/his GPF Account Statement to ascertain the missing credit, if any, prior to initiation of the withdrawal process by the Head of Office. The GPF Accounting Authorities intimate the particulars of missing credits against a Provident Fund Account, every financial year to the DDO responsible for deducting the GPF subscription, under intimation to the concerned subscriber. The subscriber after due verification of her/his Annual Account Statement can move to the Accountant General (A&E), Odisha through the concerned DDO for resolution of instances of missing credit, if any. The DDO and the Accountant General (A&E), Odisha shall ensure that all applications related to missing credits are resolved four months prior to the date of superannuation of the subscriber.

6. Role of GPF Subscriber & Head of Office in Record keeping of Nomination / Family Details:

Family members of the deceased subscriber often face difficulties in getting the accumulated GPF amount in time due to want of valid nominations in terms of provisions of the GPF (Odisha) Rules, 1938. In order to obviate the above difficulty, now it has been decided that all Head of Offices shall ensure that the GPF nomination forms as prescribed in the GPF (Odisha) Rules 1938 are filled in by the subscriber in all respect at the time of joining Government services. However, the nomination shall be updated as and when required, whenever there is a change in the family structure. The copy of nomination shall be mandatorily kept in the Service Book of the employee.

Further, facility shall be provided in HRMS for online submission of the nominee details/ family details by the subscriber and subsequent acceptance by the Head of Office.

7. Training to Stakeholders and piloting:

Treasuries shall provide necessary training and hand holding support to all Head of Offices/ Drawing and Disbursing Officers (DDOs) for online submission of final GPF withdrawal application in IFMS.

Piloting will be conducted for a period of 02 (two months) from the date of issue of this Office Memorandum. During pilot phase of implementation, submission and processing of final GPF withdrawal application shall be online in IFMS with or without use of DSC/ e- Sign.

There will be no need to forward the signed print copy of the online application to Accountant General (A&E), Odisha separately If, DSC / e- Sign is used by Head of Office. However, in case the Head of Office has no DSC/e-Sign then she/he shall forward the print copy of the online application along with the attachments with her/his signature with a forwarding letter to Accountant General (A&E), Odisha. The receipt of the applications in both the processes shall be accepted by Accountant General (A&E), Odisha only during the pilot phase. After completion of the pilot phase, the final GPF application shall only be accepted if it is submitted online in IFMS with DSC/e-Sign of the designated authority.

By Order of the Governor,

11/7/23

Principal Secretary to Government

ANNEXURE-A

FORM OTC - 80A

(See SR-669)

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE GENERAL PROVIDENT FUND ACCOUNT

(To be used by both Gazetted and Non-Gazetted Employees)

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To

The Accountant General (A & E)

Odisha Bhubaneswar

Madam/Sir,

It is certified that Sri/ Smt. _____ is due to retire/have retired/have proceeded on leave preparatory to retirement for _____ months/have been discharged/dismissed/removed/have been permanently transferred to _____ /have resigned finally from Government Service under Government of Odisha to take-up appointment with _____ and the resignation has been accepted with effect from _____.

2. The Provident Fund Account Number of Sri/Smt./Kumari/ Miss_____as verified from the statements furnished to him/her from year to year) is _____.
3. He/She joined in service on _____ forenoon/afternoon. He/She is due to retire from Government Service on _____.
4. He/She has not resigned from Government Service with prior permission of the State Government to take up an appointment in another department of the same Government or under another State Government or Central Government or under a body Corporate owned or controlled by the State.
5. The last fund deduction was made from his/her pay from the month of _____ drawn in this Office Bill No._____ dated _____ for Rs._____ (Rupees _____) Challan/Voucher No. _____ of District/Special Treasury _____ , the amount of deduction being Rs. _____ (Rupees _____) and recovery on account of refund of advance Rs. _____ (Rupees _____).

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6. He/She was neither sanctioned any Temporary Advance nor any Part-final withdrawal from his Provident Fund Account No _____ during twelve months immediately preceding the date of his/her quitting service under State Government/ proceeding on the leave preparatory to retirement or thereafter.

OR

7. The following Temporary Advance/ Part-final withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account No._____ during the twelve months immediately preceding the date of his/her quitting service under State Government/ proceeding on the leave preparatory to retirement or thereafter are given below :-

Temporary Advances				**Part-Final withdrawal**			
Amount of Adv.	**Voucher No**	**Voucher Date**	**Treasury**	**Amount of Adv.**	**Voucher No**	**Voucher Date**	**Treasury**

8. He/She had taken the aforesaid advances in respect of which _____ installments of Rs._____ (Rupees _____) are yet to be recovered and credited to the General Provident Fund account.
9. The amount of Rs._____ (Rupees _____) standing to the credit in his/her GPF Account No. as indicated in the accounts statement issued for the year _____ as appearing in the ledger account being maintained by you may please be arranged to be paid to Sri/ Smt. _____ as 1st installment of Final Payment through State Pension Treasury, Bhubaneswar.
10. I request that the entire amount at his/her credit with interest due under the rules may be authorized for payment to his/her Bank A/c No. _____IFSC _____. Mobile No. of the subscriber is_____.

Yours faithfully,

DSC/ E-Sign of the Head of Office

ANNEXURE-B

FORM OTC - 80C

(See SR-669)

FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE GENERAL PROVIDENT FUND ACCOUNT

(TO BE USED BY THE NOMINEE OR ANY OTHER CLAIMANTS WHERE NO NOMINATION SUBSISTS)

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To

The Accountant General (A & E)

Odisha Bhubaneswar

Madam/Sir,

It is requested that arrangements may kindly be made for payment of the accumulations in the General Provident Fund Account of Sri/Smt./Kumari/ Miss_____.

The necessary particulars required in this connection are given below:-

1. Name of the Government Servant _____
2. Date of Birth _____
3. Post held by Government Servant _____
4. Date of Death _____
5. Proof of death in the Form of Death Certificate issued by competent Authority(Attached)
6. Provident Fund Account Number allotted to the deceased subscriber _____
7. Amount of Provident Fund money standing to the credit of the subscriber at the time of death, if known_____

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8. Details of Nominee alive on the date of death of the subscriber, if a nomination subsists:-

Sl. No	Name of the Nominees	Relationship with the Subscriber	Religion	Age on the date of death	Share of the Nominees	Bank Account No.	IFS Code	Mobile Number
1.								
2.								

9. In case of nomination is in favour of person other than a member of the family, the details of the family, if the subscriber subsequently acquired a family.

Sl. No	Name	Relationship with the Subscriber	Religion	Age on the date of death	Bank Account No.	IFS Code	Mobile Number
1.							
2.							
3.							

10. In case no nomination subsists, the details of the surviving members of the family on the date of death of the subscriber. In the case of a daughter or of a daughter of a deceased son of the subscriber, married before the death of the subscriber, it should be stated against the name whether her husband is alive on the date of death of the subscriber.

Sl. No	Name	Relationship with the Subscriber	Religion	Age on the date of death	Bank Account No.	IFS Code	Mobile Number
1.							
2.							

11. In the case of amount due to a minor child whose mother (widow of the subscriber) is not a Hindu, the claim should be supported by Indemnity Bond or Guardianship Certificate, as the case may be.

12. If the subscriber has left no family and no nomination subsists, the name of the persons to whom the provident fund money is payable is to be supported by letters of Probate or Succession Certificate.

Sl. No	Name	Relationship with the Subscriber	Religion	Age on the date of death	Bank Account No.	IFS Code	Mobile Number
1.							
2.							
3.							
4.							

13. The payment is desired through the Office of the State Pension Treasury, Bhubaneswar.

Place:

Date:

Yours faithfully,

Signature of the Claimant

Full Name & Address

FOR USE BY HEAD OF OFFICE

- Forwarded to the Accountant General, (A & E) Odisha Bhubaneswar/Controller of Accounts, Odisha Bhubaneswar for necessary action. The particulars furnished above are duly verified.
- The Provident Fund Account Number of Sri/Smt./Kumari/ Miss_____ as verified form the statements furnished to him/her from year to year) is _____
- He/She died on _____.
- The last fund deduction was made from his/her Pay from the month of _____ drawn in this Office Bill No._____ dated _____ for Rs._____ (Rupees _____) Challan/Voucher No. _____ of District/Special Treasury _____ , the amount of deduction being Rs. _____ (Rupees _____) and recovery on account of refund of advance Rs. _____ (Rupees _____)
- Certified that he/she was neither sanctioned any Temporary Advance nor any Part-final withdrawal from his Provident Fund Account No _____ during twelve months immediately preceding the date of his/her Death.

OR

- Certified that the following Temporary Advance/ Part-final withdrawals were sanctioned to him/her and drawn from his/her Provident Fund Account No._____ during the twelve months immediately preceding the date of his/her Death :-

Temporary Advances				Part-Final withdrawal			
Amount of Adv.	Voucher No	Voucher Date	Treasury	Amount of Adv.	Voucher No	Voucher Date	Treasury

E-Sign of the Head
of Office / Department

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ANNEXURE-C

USER MANUAL FOR SUBMISSION AND PROCESSING OF ONLINE GPF APPLICATION AT DIFFERENT LEVELS:

Online submission of Final GPF applications in IFMS shall be in the same Login IDs provided earlier and used by the offices for processing of online pension applications. In case, new users are to be created/ previously allotted login credentials have been forgotten then, based on the request of concerned Head of Office, Treasury shall create the users and facilitate resetting of the password.

PROCEDURE FOR PROCUREMENT OF DSC / E-SIGN:

All the Head of Offices in IFMS have been provided with DSC/ e-Sign through their drawing Treasuries. In case of subsequent requirement of DSC arising out of transfer/ retirement of the Head of Office, the concerned office will procure additional Class-III DSC from any of the certifying authorities (CAs). However, in case of requirement of e-Sign, existing process of procurement through Treasury will be followed, since e-Sign procured through channels other than the Treasury will not work in IFMS application. The implementation support for the use of DSC/e-Sign will be provided by the local Treasury.

A. **Processing of final GPF withdrawal application in case of deceased Government servant:**

1. **Submission of the application by the Claimant/ Nominee of the deceased Government servant:**

i. The claimant/ nominee of the deceased Government servant shall submit the online final GPF Application in IFMS Portal (https://www.odishatreasury.gov.in/pensionerscorner). The claimant/ nominee shall select Pension/ Final GPF Application Form under **Citizen Services** available in **Pensioners Corner**.

ii. The claimant shall enter the GPF Account Number or HRMS ID of the deceased Government servant, select the **Application Type** as GPF and enter the Captcha. Then click on **Search** Button to auto-populate the subscriber's details in the final withdrawal GPF Application Form.

iii. The blanked fields will be filled in by the claimant including details of the nominee(s). Then she/he has to choose **Retirement Type** from the dropdown and click on **Save**.

iv. Then she/he shall click on **Attachments**, so that the page with required documents to be attached will be displayed. Upload the scanned copy of all the attachments in pdf format having maximum size of each document from 2KB to 2MB.

v. Now click on "**Subscriber detail**" page. At the below, there are three buttons. "**Save Personal Details**"/ "**Forward to Head of Office**" / "**Generate Form OTC 80C**". Now click on the button "Forward to Head of Office".

vi. Select Department Code/Name, Head of Office, DDO Code/ DDO Name and Forward to Head of Office from the drop down.

vii. On successful forward, a message will be displayed on the screen. Take a print copy of the application form so generated from IFMS, sign and submit it to the Head of Office.

viii. The facility for submission by way of OTP based Aadhaar e-Sign will be made available in near future. In case the application is submitted by way of Aadhaar e-Sign, then further submission of signed print copy to the Head of Office will not be required by the claimant.

ix. There is a menu "**File Process History**". Clicking on that menu, the details file processing status will be displayed.

x. To know the status of the submitted application at any point of time click on "**Pension/ Final GPF application form"** menu under Citizen Services of Pensioners Corner. Enter the GPF Series & Account Number or HRMS ID, put the Captcha and Search. The Home page will be displayed where click on "**File Process History**" menu to know the status.

2. **Processing of the application by the Head of Office:**

i. After receipt of the hard copy, the authorised official of the concerned section of the Head of office dealing with pension matters shall open the online GPF application in the **Pension Preparation** menu of IFMS, Odisha Portal(https://www.odishatreasury.gov.in/pensionerscorner) by using her/his Login Id. She/He has to acknowledge the receipt of the final GPF Application through SMS and forward to **Operator Login** of the Head of Office for processing with a note/observation.

ii. In the operator Login, the user shall check the application by selecting from the task list and shall verify the application details along with the last salary bill details auto populated from IFMS. If any discrepancy is noticed, that can be rectified at that level.

iii. The operator shall also fill up the Advance Details and check the Attachments. If relevant documents are attached previously by the applicant in the physical application, then scanned copy of those documents shall be attached by the operator.

iv. The Operator shall generate the Application Form as per the category of final GPF withdrawal and place in the office file for necessary approval from the Head of Office.

v. After obtaining approval of the Head of Office in respect of the final GPF application processed in the file, the Operator shall verify it vis-à-vis the application form earlier generated from the IFMS portal. She/He shall rectify the information contained in the online application as per the approval taken in the file and forward the online Application to the Head of Office (**Approver**) Login.

B. **Processing of final GPF withdrawal application in case of retiring Government servant:**

Submission and processing of the application by the Head of Office:

i. The Officer/ Official assigned with the role of **Operator** in IFMS for processing of Final Pension / Final GPF application of a particular establishment shall Login into the IFMS portal with the URL (**https://www.odishatreasury.gov.in/pensionerscorner**). Then click on **Pension/ Final GPF** link under **Citizen Services**.

ii. The Operator has to initiate the activity just after stoppage of the monthly GPF subscription of the retiring employee.

iii. The concerned officer shall enter the GPF Account Number or HRMS ID of the Government servant, select the **Application Type** as GPF and enter the Captcha. Then click on **Search** Button to auto-populate the subscriber's details in the final withdrawal GPF Application Form.

iv. In case of any blank fields, the same shall be filled up by the concerned Operator. Then she/he has to choose **Retirement Type** from the dropdown and click on **Save**.

v. Then Click on **Attachments**, so that the page with required documents to be attached will be displayed. Then the Operator will upload the scanned copy of the attachments in pdf format having maximum size of each document from 2kb to 2MB.

vi. Now click on "**Subscriber detail**" page. At the below, there are three buttons. "**Save Personal details**"/ "**Forward to Head of Office**" / "**Generate Form OTC 80C**". Now click on "**Forward to Head of Office**".

vii. Select Department Code/Name, Head of Office, DDO Code/ DDO Name and Forward to Head of Office (**Approver**) from the drop down.

C. **Role of Head of Office as the Approver:**

i. All final GPF applications which have been forwarded to the designated login of the Head of Office by the Operator will be available to the Head of Office as the Approver.

ii. The Head of Office (Approver) shall open the online application in IFMS using her/his Login Id selecting from the **Task list** and shall scrutinise the details in the hard copy of final GPF Application placed in the office file vis-à-vis the online GPF Application.

iii. The Head of the Office (Approver) shall send the hard copy of the GPF application Form generated from IFMS along with attached documents to the A.G (A&E), Odisha if DSC/e-Sign is not used.

iv. However, after the pilot phase, the Head of Office shall forward the online application along with the required attachments in IFMS using her/his Digital

Signature/ e-Sign. **No physical application will be sent through post to the A.G (A&E), Odisha after the pilot phase.**

v. If the Head of Office intends to object the online application on any ground, then the application will be reverted to the Operator with proper noting/justification.

vi. Online rejection of application facility is available in IFMS. In case of rejection, SMS alert will be given to the subscriber with a request to either resubmit the online application or the applicant is not eligible.

D. **Processing and Issuance of Final e-GPF authority by the Accountant General, Odisha:**

i. The final GPF authorization issuing authority, A.G (A&E), Odisha shall download the application data along with the attached documents from IFMS forwarded by the Head of Office.

ii. The A.G (A&E), Odisha will process the final GPF application form in their own Software application and shall issue the digitally signed electronic authority in respect of the applicant after proper verification. In case of any discrepancy noticed, the Issuing Authority shall send back the online application to the approver login of the concerned Head of Office with objection memo in IFMS.

iii. The Head of Office shall comply and the application shall be resubmitted to the Issuing Authority i.e., the A.G (A&E), Odisha.

iv. Once, the digitally signed final GPF electronic authority is uploaded in IFMS by the Issuing Authority, the same will be available at the State Pension Treasury for disbursement.

Memo No. 19583 **/F, dated** 11/07/2023

Copy forwarded to the Private Secretaries to Hon'ble Chief Minister/Hon'ble Minister, Finance for kind information of Hon'ble Chief Minister/ Hon'ble Minister, Finance.

11/7/23

Under Secretary to Government

Memo No. 19584 **/F, dated** 11/07/2023

Copy forwarded to the Private Secretaries to Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department.

11/7/23

Under Secretary to Government

Memo No. 19585 **/F, dated** 11/07/2023

Copy forwarded to all Departments/Heads of Department/Principal Accountant General (A&E), Odisha/Principal Accountant General (Audit-I), Odisha, Bhubaneswar for kind information.

11/7/23

Under Secretary to Government

Memo No 19586 **/F, dt.** 11/07/2023

Copy forwarded to All Revenue Divisional Commissioners/All Collectors for kind information.

11/7/23

Under Secretary to Government

Memo No. 19587 **/F, dated** 11/07/2023

Copy forwarded to the Principal Resident Commissioner, Odisha, New Delhi/Registrar, Odisha High Court/ Secretary, Odisha Public Service Commission/Secretary, Odisha State Election Commission/ Secretary, Staff Selection Commission/ Secretary, Subordinate Staff Selection Commission/ Registrar, Odisha Administrative Tribunal /Secretary, State Human Rights Commission/ Secretary, Odisha Electricity Regulatory Commission for kind information.

11/7/23

Under Secretary to Government

Memo No. 19588 **/F, dt.** 11/07/2023

Copy forwarded to the Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration,

Bhubaneswar/ Director, Revenue Officers' Training Institute, Bhubaneswar for information.

11/7/23

Under Secretary to Government

Memo No. 19589 **/F, dated** 11/07/2023

Copy forwarded to the Director of Treasuries & Inspection, Odisha/Controller of Accounts for information.

11/7/23

Under Secretary to Government

Memo No. 19590 **/F, dated** 11/07/2023

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.

11/7/23.

Under Secretary to Government

Memo No. 19591 **/F, dated** 11/07/2023

Copy forwarded to all Treasury Officers / Special Treasury Officers/ Sub-Treasury Officers for information & necessary action.

11/7/23.

Under Secretary to Government

Memo No. 19592 **/F, dated** 11/07/2023

Copy forwarded to the Gazette Cell of Commerce & Transport Department/ Deputy Director, Secretariat Press, Bhubaneswar for information and necessary action.

It is requested to publish this notification in an extraordinary issue of the Odisha Gazette immediately. Two copies of the notification may please be supplied to this Department.

11/7/23.

Under Secretary to Government

Memo No. 19593 **/F, dated** 11/07/2023

Copy forwarded to Sri Tapan Pattnaik, FID for information and necessary action. It is requested to upload this notification in the Treasury section in the Finance Department portal.

11/7/23.

Under Secretary to Government

GOVERNMENT OF ODISHA

FINANCE DEPARTMENT

*****

No.FIN-CS3-MISC-0015-2023/ 19914 **/F;** **Date:** 05-07-2025

From

Prasanta Kumar Mishra
Joint Secretary to Government

To

The Additional Chief Secretaries to Government/
Principal Secretaries to Government/
Commissioner-cum- Secretaries to Government/
All Departments.

Sub:- Clarification on issue of retirement to Government employees-No need to seek approval of Hon'ble Minister for such routine matter-reg.

Madam/Sir,

In inviting a reference to subject cited above, I am directed to say that it has been mentioned under Rule 57 OCS (Pension) Rules , 1992 to issue list of officers retiring every year i.e. on 1st day of July each year of all Government Servants under their Administrative Control within the next 18 to 24 months in the prescribed format i.e. O.C.S Pension Form –A [see Rule 57(2)] to Accountant General Odisha, Appointing Authority, Administrative Department concerned, Director of Treasuries and Inspection , Odisha and the Estate Officer, GA & PG(Rent) not later than 31st July each year.

Rule-40 of O.C.S (Pension) Rule 1992 also speaks about the principles to be adopted for issuance of said retirement notification. Retirement on attaining the age of superannuation is automatic.

The very intention of the above rules is to avoid overstayal in service beyond the date of retirement, submission of pension paper, vacation of Government Quarter, NDCs etc. to facilitate finalization of pensionary benefits on the date of superannuation itself.

It is, therefore advised that since issue of retirement notice is a very routine matter, the Pension Sanctioning Authority/ Delegated authority by Administrative Departments/ HoDs / Head of Office can approve and issue such retirement notice without requiring approval of higher authority.

Yours faithfully

PK Mishra 05/7/25

Joint Secretary to Government

Memo No 19915 /F, Date: 05-07-2025

Copy forwarded to the Principal Accountant General, Odisha, Bhubaneswar for information.

PK Mishra 05/7/25

Joint Secretary to Government

Memo No 19916 /F, Date: 05-07-2025

Copy forwarded to the GA & PG Department (Rent) / DTI (O), Bhubaneswar / Heads of Departments / All Collectors for information and necessary action.

PK Mishra 05/7/25

Joint Secretary to Government

Memo No 19917 /F, Date: 05-07-2025

Copy forwarded to OFS-I/ OFS-II/ OTAS/CCA/LFA/ Small Saving/OE-I/ OE-II/ CT & GST Branches of Finance Department for information and necessary action.

PK Mishra 05/7/25

Joint Secretary to Government

Memo No 19918 /F, Date: 05-07-2025

Copy forwarded to Tapan Kumar Pattanaik, ADPO (FID), Finance Deptt. with a request to upload it in the Finance Department portal.

PK Mishra 05/7/25

Joint Secretary to Government

BRIEF

Ministry of Finance, Department of Expenditure

Dated: 24.08.2024

Unified Pension Scheme (UPS)

Cabinet has approved introduction of Unified Pension Scheme (UPS) to improve the National Pension System (NPS) for Central Government employees. Government employees have been representing that they need certainty in their pension, in particular assurances regarding pension, family pension, minimum pension and inflation indexation. While Government is keenly aware of these concerns, Government also has a responsibility to protect the interest of the common citizen so that pension does not lead to a huge burden of higher taxes for them in future. Keeping this in view, Government had appointed a committee, headed by the Finance Secretary to review the existing NPS and to make recommendations in the matter. The Committee consulted the State Governments as well as the representatives of the employees and considered suggestions from associations, experts, etc. The Committee also looked at international experience and consulted the Reserve Bank of India. The Committee has now submitted its report. The UPS is based on the recommendations of the Committee.

The recommendations of the Committee were discussed with representatives of the employees through the Staff Side of the National Council of Joint Consultative Machinery (JCM). The employee representatives gave valuable suggestions to the Committee in reaching a broad consensus.

The broad contours of UPS include the following:

- Employees who have adequate service will get an assured pension of at least 50% of the last 12 months' average salary as pension.
- Minimum pension of Rs 10,000 per month will be given to those with at least 10 years' service.
- Family pension to spouse will be given @60% of the pension.
- Dearness relief will be given on the assured pension, minimum pension and family pension.
- In addition, a lumpsum will be provided at the time of retirement.

There will be no increase in the contribution from employees but Central Government will increase its contribution. Those who have already retired under NPS will also be eligible for this benefit. Arrears will be paid to such past retirees after adjusting the withdrawals already made by them. The scheme details and eligibilities are given below.

The employee contribution shall remain un-altered at 10% of (basic pay + DA). The Government contribution will increase from the present 14% to 18.5%. The pension corpus will be divided into two funds:

- an individual pension fund to which the employee contribution (10@% of basic pay and DA) and matching Government contribution will be credited.
- a separate pool corpus with additional Government contribution alone (8.5% of basic and DA of all employees).

The employee can exercise an investment choice for the individual pension corpus alone. The employee can withdraw upto 60% of the individual pension corpus with proportionate reduction in assured pension.

Assured pension will be based on the 'default mode' of investment pattern notified by PFRDA and considering full annuitization of individual pension corpus. In case the benchmark annuity is lower than the assured annuity, the shortfall will be made good. In case the individual employee corpus generates higher than assured annuity (based on investment choice exercised by the employee), the employee will be entitled to such higher annuity. In case however, the annuity generated is lower than the default mode, the top up provided by Government through UPS will be limited to the benchmark annuity

Full assured pension will be available for a minimum qualifying service of 25 years. For lesser service, starting from at least 10 years, pro rata assured pension will be given.

Employees would have a choice to opt for UPS. An employee could choose to continue with the NPS, if s/he so desires.

The UPS will be given effect from 01.04.2025. The necessary administrative/ legal support framework will be put in place.

The scheme can also be adopted by State Governments. This is expected to benefit over 90 lakh employees (23 lakh Central Government employees, 3 lakh employees of Central Autonomous Bodies and another 56 lakh employees of State Governments and 10 lakh employees of State Autonomous Bodies, if adopted by the State Governments).

While benefiting the employees, it will also safeguard the welfare of the common citizens because the scheme will be fully funded, i.e. Government will fully pay its contribution each year and will not postpone the pension expenditure, thus preventing fiscal hardship to future generations of citizens.

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT
****

OFFICE MEMORANDUM

No. 4489 /F., Dt. 2.2.2010
CS-IV-16/09

In Finance Department O.M. No.43475/F, Dt.03.09.1986, O.M. No.4439/F Dt.01.02.1992, O.M. No.44951/F, Dt.17.11.1995, O.M.No.40279/F, Dt.17.09.1998 and O.M. No.28132/F, Dt.02.06.2008 the maximum and minimum admissible monetary limit for sanction of Convenience Advance for purchase of Bicycle, Moped, Motor Cycle/Scooter and Motor Car were fixed. Consequent upon revision of the pay scales of State Government employees under ORSP Rules, 2008, the proposal for maximum monetary limit of such advance and its admissibility was under consideration of Government.

2. After careful consideration, the Government have been pleased to enhance the maximum limit of such advance and its admissibility for sanction of advance as indicated below : -

Name of the Conveyance	Maximum Monetary limit of Advance		Minimum pay limit for admissibility for sanction of conveyance advance	Rate of Interest
	Existing	Revised		
(1)	(2)	(3)	(4)	(5)
Moped	Rs.24,000/- anticipated cost whichever is less.	Rs.25,000/- or anticipated cost which ever is less.	Class-IV and Class-III employees irrespective of the pay range.	11.5%
Motor Cycle/ Scooter	Rs.40,000/- anticipated cost whichever is less.	Rs.50,000/- or anticipated cost whichever is less.	Irrespective of grade pay whose monthly basic pay is not less than Rs.9,300/-.	11.5%
Motor Car	(i) For 1st Occasion Rs.3,00,000/- or 30 months basic pay or anticipated cost which ever is the least. (ii) For 2nd and subsequent occasion Rs.2,50,000/- or 25 months basic pay or anticipated cost which ever is least	(i) For 1st Occasion Rs.4,00,000/- or 15 months basic pay or anticipated cost of the vehicle which ever is less. (ii) For 2nd & subsequent occasion Rs.3,00,000/- or 12 months basic pay or anticipated cost of the vehicle whichever is less	(i) Irrespective of grade pay whose monthly basic pay is not less than Rs.18,600/- (ii)- As (I) above.	15%

(a) The total amount of advance to be sanctioned in case a Government servant drawing basic pay in the pre-revised scale of pay,1998 for purchase of Motor Car for the first occasion shall not exceed Rs.3,00,000/- or 30 months basic pay or anticipated cost of the car which ever is least.

(b) The total amount of advance to be sanctioned in case of a Government servant drawing basic pay in the pre-revised scales of pay,1998 for purchase of a Motor Car for the second and subsequent occasion shall be Rs.2,50,000/- or 25 months basic pay or anticipated cost of the car which ever is least. The basic pay for the above purpose shall be the pay as defined under Rule 33(a) of Orissa Service code and shall not include Dearness Pay.

3. The other terms & Conditions relating to the sanction and recovery of conveyance advances shall remain unaltered.

4. Steps to amend the relevant provision of Orissa General Financial Rules, Volume – I are being taken separately.

5. This will also be applicable to A.I.S. Officers working in the affairs of the State.

6. The advance in respect of Motor Car will be recovered in maximum of 100 consecutive monthly instalments and in respect of Motor Cycle/Scooter the recovery will be maximum of 60 consecutive monthly instalments.

7. Recovery towards interest shall immediately follow the last instalment of recovery of the principal amount of advance.

8. In case of Motor Car advance, the interest be recovered in 25 maximum instalments and in case of Motor Cycle and Moped advance, the interest be recovered in 10 maximum instalments. Recovery of both principal & interest be regulated in such a manner that, the same can be effected before one year of the date of superannuation.

9. Sanction of advance from time to time will be regulated as per provision contained in rule 238 of OGFR Vol.I.

10. This shall take effect from the date of issue of this Memorandum. Cases already decided on the basis of the existing limit shall not be re-opened.

03/02/2010.

Additional Secretary to Govt.

Memo No. 4483 (580) /F., Dt. 2.2.2010

Copy forwarded to the Secretary to Governor/Principal Secretary to Chief Minister/Accountant General (Accounts), Orissa, Bhubaneswar/ Accountant General (A&E), Orissa, Bhubaneswar /Deputy Accountant General, Orissa, Puri / All Departments of Government / All Heads of Departments / All F.As and A.F.As / All Collectors / All S.D.Os / All Treasury Officers, District Treasury / Special Treasury / Sub Treasury / Chairman of all Regional Rural Banks / Director, Madhuban Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Pricipal, Shorthand and Type-writing Institute, Bhubaneswar / Gopabandhu Institute of Administrative Training, Bhubaneswar / Chief Engineer, Upper Kolab Project, Kolab Nagar, Koraput / Private Secretary to All Ministers of State / Director, Orissa Government Press, Cuttack / Registrars, all Universities of Orissa for information.

All Heads of the Departments are requested to send copy of this Memorandum to the respective Sub-ordinate offices under their control.

Dey 2/2/10

Under Secretary to Government

Memo No. 4484 (110) /F., Dt. 2.2.2010

Copy forwarded to P.S to Principal Secretary / P.S to all Special Secretaries / P.S to All Addl. Secretaries / All Officers of Finance Department / All Sections of Finance Department / Guard File (100 copies) for information and necessary action.

Dey 2/2/10

Under Secretary to Government

Memo No. 4485 /F., Dt. 2.2.2010

Copy forwarded the Head of Portal Group, IT Centre, Orissa Secretariat for information and necessary action.

He/She is requested to launch this Office Memorandum in the website of Finance Department (www.orissagov.nic.in/finance/index.htm) for general information.

Dey 2/2/10

Under Secretary to Government

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
***

OFFICE MEMORANDUM

No. 763 /F., dt. 12·01·15
FIN-CS-4-ADV-0041/2012

Sub: - Advance to Government Servants- Rate of Interest on House Building Advance.

In continuation of this Department O.M. No. 15538/F, dt. 25.04.2013 on the aforementioned subject, the rate of interest on sanction of House Building Advance / Additional House Building Advance are as under. : -

Sl. No.	Amount of Advance	Rate of Interest
(1)	(2)	(3)
1.	Upto 50,000	6%
2.	Upto 1,50,000	7.5%
3.	Upto 5,00,000	9.5%
4.	Upto, 7,50,000	10.5%
5.	Upto 25,00,000	11.5%

This shall be applicable in respect of all House Building Advances / Addl. House Building Advances sanctioned with effect from **01.04.2014 to 31.03.2015 and until further orders.**

Special Secretary to Govt.

Memo No. 764 /F., Dt. 12·01·15

Copy forwarded to the Secretary to Governor /P.S. to Chief Secretary, Odisha /Addl. Chief Secretaries/ Principal Secretary to Chief Minister / Principal Accountant General (Accounts), Odisha, Bhubaneswar / Principal Accountant General (A&E), Odisha, Bhubaneswar / Deputy Accountant General, Odisha, Puri / All Departments of Government / All Heads of Departments / All F.As and A.FAs / All Collectors / All Sub-Collectors / All Treasury Officers, District Treasury / Special Treasury / Sub-Treasury / Chairman of all Regional Rural Banks / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar/ Principal, Shorthand and Type-writing Institute, Bhubaneswar /

Contd...P-2-

M.No.11/ House Building Advance (Interest)

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
*****

NO. 17502 /F, Date. 13/07/2022
FIN-CS2-ADV-0002-2022

OFFICE MEMORANDUM

Sub: Revision of admissibility limit of House Building Advance in respect of State Government employees.

The maximum limit of House Building Advance and Additional House Building Advance were fixed vide Finance Department Office Memorandum No.4470/F, dt.02.02.2010. Based on the recommendation of 7th Central Pay Commission, Government of India, Ministry of Housing & Urban Affairs have revised the upper limit of the House Building Advance for their employees vide Office Memorandum No.I.17011/11(4)/2016-H-III, dt.09.11.2017. Consequent upon implementation of the Odisha Revised Scales of Pay Rules, 2017, the revision of maximum limit of House Building Advance and Additional House Building Advance was under consideration of State Government.

2. After careful consideration, the State Government have been pleased to revise the maximum limit of the House Building Advance and Additional House Building Advance as mentioned below:

3. **Maximum Limit of Advance:**

Item		Existing limit	Revised limit
(I)	For purchase of land and construction of Building thereon.	50 months pay (without grade pay) subject to minimum of Rs.5.00 lakhs and maximum of Rs.25.00 lakhs or cost of land and construction of house or repaying capacity whichever is the least.	50 months basic pay subject to maximum of Rs.40.00 lakhs or cost of land and construction of house or repaying capacity whichever is the least.
(II)	For construction of House on the existing plot of land	50 months pay (without grade pay) subject to minimum of Rs.5.00 lakhs and maximum of Rs.25.00 lakhs or cost of land and construction of house or repaying capacity whichever is the least.	50 months basic pay subject to maximum of Rs.40.00 lakhs or cost of construction of house or repaying capacity whichever is the least.
(III)	For purchase of ready-built house	50 months pay (without grade pay) subject to minimum of Rs.5.00 lakhs and maximum of Rs.25.00 lakhs or cost of land and construction of house or repaying capacity whichever is the least.	50 months basic pay subject to maximum of Rs.40.00 lakhs or cost of house or repaying capacity whichever is the least.

(IV)	Additional HBA for enlarging the living accommodation in an existing house	50 months pay (without grade pay) or Rs.5.00 lakhs or cost of the enlargement or repaying capacity whichever is the least.	50 months basic pay subject to maximum of Rs.10.00 lakhs or cost of the enlargement or the amount according to repaying capacity whichever is the least
(V)	Additional HBA for completion of incomplete building	50 months pay (without grade pay) or Rs.5.00 lakhs or cost of the enlargement or repaying capacity whichever is the least.	50 months basic pay subject to maximum of Rs.10.00 lakhs or cost of the enlargement, or the amount according to repaying capacity, whichever is the least

Note-1: The Government employee availing Additional House Building Advance for completion of the incomplete building shall not be eligible for further advance for enlarging the living accommodation in the existing house in future.

4. **Release of Advance in instalments:**

	Item	Existing limit	Revised limit
(I)	For purchase of land and construction of Building thereon.	Advance shall be released in two instalments as under: a) First instalment - (for purchase of land) 60% of the advance shall be released after registration of the draft agreement deed. b) 2nd instalment- The balance 40% of the advance shall be released after submission of the sale deed of the land purchased, plan and estimates duly countersigned by the Executive Engineer of R&B / R.D / B.D.A / Housing Board and registration of draft mortgage Deed.	Advance shall be released in two instalments as under: a) First instalment-(for purchase of land) 60% of the advance shall be released after registration of the draft agreement deed. b) 2nd instalment- The balance 40% of the advance shall be released after submission of the sale deed of the land purchased, plan and estimates duly countersigned by the Executive Engineer of R&B / R.D / B.D.A / Housing Board and registration of draft mortgage Deed.

(II)	For construction of House on the existing plot of land	Advance shall be released in two instalments as given below: a) 1st instalment-50% of the advance shall be released after submission of sale Deed, plan & Estimate duly countersigned by the Executive Engineer R&B/RD./B.D.A./ Housing Board etc & after mortgage of the property with Building. b) 2nd instalment –The balance 50% of the advance shall be released after submission of utilization certificate from the Executive Engineer R&B / RD / B.D.A./ Housing Board etc & in respect of the 1st instalment.	Advance shall be released in two instalments as given below:- a) 1st instalment- 60% of the advance shall be released after submission of sale Deed, plan & Estimate duly countersigned by the Executive Engineer R&B/RD./B.D.A./ Housing Board etc & mortgage of the property with Building. b) 2nd instalment –The balance 40% of the advance shall be released after submission of utilization certificate from the Executive Engineer R&B / RD / B.D.A./ Housing Board etc in respect of the 1st instalment.
(III)	For purchase of ready-built house	Advance shall be released in two instalments as given below: a) 50% of the advance shall be released on submission allotment letter from B.D.A./ Housing Board/ Builders or a written consent letter of the private sellers & after registration of the draft Agreement Deed, submission of Surety Bond, wherever necessary an undertaking to mortgage the House. b) The balance 50% shall be released on submission of payment receipt from the seller in respect of the 1st instalment of the Advance.	Advance shall be released in two instalments as given below: a) 60% of the advance shall be released after submission of allotment letter from B.D.A./ Housing Board/ Builders or a written consent letter of the private sellers & registration of the draft Agreement Deed, submission of Surety Bond, wherever necessary an undertaking to mortgage the House. b) The balance 40% shall be released on submission of payment receipt from the seller in respect of the 1st instalment of the Advance.

(IV)	Additional House Building Advance for enlarging the existing accommodation	The amount shall be released in one instalment after submission of utilization certificate in respect of previous advance and plan & Estimate from the Executive Engineer (R&B) / R.D. / B.D.A. / Housing Board / Regional Improvement Trust & registration of draft supplemental Mortgage Deed.	The amount shall be released in one instalment after submission of utilization certificate in respect of previous advance and plan & Estimate from the Executive Engineer (R&B) / R.D. / B.D.A. /Housing Board / Regional Improvement Trust& registration of draft supplemental Mortgage Deed.
(V)	Additional House Building Advance for Completion of the incomplete building	The additional amount shall be released in one instalment on Submission of utilization certificate in respect of the previous advance and recommendation for further advance from the EE (R&B) / R.D. / B.D.A/Housing Board/ Regional Improvement Trust & registration of draft supplemental Mortgage Deed.	The additional amount shall be released in one instalment on Submission of utilization certificate in respect of the previous advance and recommendation for further advance from the EE (R&B)/ R.D./B.D.A/ Housing Board/ Regional Improvement Trust & registration of draft supplemental Mortgage Deed.

5. **Rate of Interest:**

Existing rate		Revised rate	
Amount of advance sanctioned	**Rate of interest**	**Amount of advance sanctioned**	**Rate of interest**
Up to Rs.0.5 lakhs	6%	Up to Rs.40 lakhs	8%
Up to Rs.1.5 lakhs	7.5%		
Up to Rs.5 lakhs	9.5%		
Up to Rs.7.5 lakhs	10.5%		
Up to Rs.25 lakhs	11.5%		

6. **Recovery of the House Building Advance:**

The House Building Advance granted to a Government employee together with the interest accrued thereon shall be recovered in full by monthly instalments within a period not exceeding **25 years.** First the recovery of principal of the advance shall be made in not more than **225** monthly instalments and then the interest of the advance shall be recovered in not more than **75** monthly instalments.

It will be open to the Government employees to repay the advance amount in a shorter period if they so desire. In any case, the entire House Building Advance together with interest

accrued thereon must be repaid in full before the date on which they are due to retire from service.

7. **Eligibility:**

a) All Permanent State Government employees.

b) Permanent All-India Services Officers allotted to the State.

c) Permanent All-India Services Officers allotted to the State but on deputation to Central Government for a continuous period not more than six years.

d) Regular Government employees not falling in categories (a), (b) and (c) above who have rendered at least five years of continuous service provided that the sanctioning authority is satisfied that they are likely to continue in the service of the State Government at least till the house (for which the advance is sanctioned) is built and mortgaged to Government.

e) In case where both husband and wife happen to be State Government employees and eligible for grant of House Building Advance then the advance shall be admissible to one of them only.

f) The above facility of House Building Advance shall be admissible to the Government employees (All India Service Officers and State Government) covered under NPS.

8. The provisions of this Office Memorandum shall be applicable to fresh applicant only. This shall not be applicable to the Government employees who have already availed the advance fully or partly.

9. It has been decided that wherever required, second mortgage of property shall be permitted by the State Government for obtaining additional loan from Rural Housing Corporation/different banks. While permitting the second mortgage in favour of such financing institutions, the date of retirement, the repaying capacity etc. shall be taken into account and the applicant is required to give a written consent in the Form prescribed at Annexutre-I to the effect that un-recovered principal and interest can be recovered from his/her GPF/ Pension, Commuted Value of Pension, DCRG and other pre and post retirement dues.

10. The provisions of this Office Memorandum shall be applicable to the Judges of the Odisha High Court, all regular State Government employees and All India Service Officers serving in the affairs of the State Government.

11. All the other conditions as stipulated in Finance Department Resolution No.21246/F, dt.22.06.1959 and F.D. Resolution No .Codes-22/59-6251/F, dt.04.03.1960 read with Finance Department Office Memorandum No.45557/F, dt.21.11.1984 and Finance Department Office Memorandum No.40704/F, dt.30.07.1987, F.D.O.M. No.43825/F, dt.15.10.1998 and F.D.O.M No.4470/F, dt.02.02.2010 shall remain unaltered provided that they are not inconsistent with the provisions indicated in paras 3 to 10 of this Office memorandum.

12. Consistent with those revised provisions necessary provisions under rules regulating grant of House Building Advance would be modified in due course.

13. This order shall take effect from the date of issue of this Office Memorandum.

13/7/2022

(A.K.K. Meena)
Principal Secretary to Government

Memo No. 17503 /F, Date 13/08/2022

Copy forwarded to Principal Secretary to Governor /Secretary to Chief Minister / P.S. to Minister, Finance / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, Puri, Odisha / All Departments of Government / All Heads of Department / Secretary, Lokpal, Odisha / All Financial Advisers / All Assistant Financial Advisers / All Collectors / All Sub-Collectors / DT&I (O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Shorthand and Typewriting Institute, Bhubaneswar / Registrar of All Universities / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information and necessary action.

13/8/22

Deputy Secretary to Government

Memo No. 17504 /F, Date 13/08/2022

Copy forwarded to All Officers /All Branches of Finance Department including for information.

13/8/22

Deputy Secretary to Government

Memo No. 17505 /F, Date 13/08/2022

Copy forwarded to Portal-in-Charge, FID, Finance Department with a request to upload this Office Memorandum in the Website of Finance Department at www.finance.odisha.gov.in for general information.

13/8/22

Deputy Secretary to Government

ANNEXURE-I

Application Form for giving consent for availing the House Building Advance/Additional House Building Advances

****

I.....son of .....resident of ..... in the Dist. of ..... at present employed as ..... in the..... Department/Office, do hereby give my free and full consent to the effect that if any amount of principal and interest in respect of House Building Advance / Additional House Building Advance availed of by me from State Government / Orissa Rural Housing & Development Corporation Ltd. / any other financing institutions remains unrecovered at the time of retirement, the said amount shall be recovered from my G.P.F. / Pension including T.I. / Commuted Value of Pension / Death-cum-Retirement Gratuity and other pre and post retirement dues.

2. This consent is final and will not be modified at any subsequent date.

Signature:

Designation:

Date..... Official Address:

Witness:

(With full official address)

Place.....

Date.....

Accepted

Signature:

Date..... Head of Office / Competent Authority
(Official Seal)

Government of Odisha
Finance Department
***

No. FIN-CS2-ADV-0002-2022 / 32344 /F, Date. 24.11.2023

ADDENDUM

Sub: - Revision of admissibility limit of House Building Advance in respect of State Government Employees.

The following provision shall be inserted after para-3(v) & 4(v) of the Finance Department O.M. No.17502, Dt.13.07.2022 respectively.

Para-3(vi) "House Building Advance sanctioned in respect of Government Employees can also be utilised for repayment of Bank Loan taken previously for the purpose of purchasing land and construction of building thereon. Employees concerned will have to submit a statement on outstanding home loan duly signed by the concerned Branch Manager of the Bank along with an undertaking (in Form No.-III) to mortgage the property with the Government after fully payment of debts / outstanding of the Bank before the sanctioning authority. After due verification, the advance amount will be released for repayment of Bank loan.

Para-4(vi) "The amount of House Building Advance in favour of Government Employees shall be released in one instalment in case of repayment of Outstanding Home Loan taken from Bank. The Outstanding amount of Home Loan from the Bank should be within the eligibility limit of the concerned Government Employees.

All other conditions as stipulated in Finance Department O.M. No.17502/F, dated.13.07.2022 shall remain unaltered.

N.B: Bank: The Bank listed under second schedule of the RBI Act, 1934.

(Vishal Kumar Dev)
Principal Secretary to Government

Memo No. 32345 /F, Date 24.11.2023

Copy forwarded to Principal Secretary to Governor /Secretary to Chief Minister / P.S. to Minister, Finance / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, Puri, Odisha / Deputy Accountant General (Projects) Odisha, Koraput / All Departments of Government / All Heads of Department / Secretary, Lokayukta, Odisha / Member, Board of Revenue / DG Police, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDCs / All Collectors / All Sub-Collectors / DT&I (O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information and necessary action.

MS-I
24.11.23

Under Secretary to Government

Memo No. 32346 /F, Date 24.11.2023

Copy forwarded to All Officers /All Branches of Finance Department for information.

MS-I
24.11.23

Under Secretary to Government

Memo No. 32347 /F, Date 24.11.2023

Copy forwarded to Portal-in-Charge, FID, Finance Department with a request to upload this Office Memorandum in the Website of Finance Department at www.finance.odisha.gov.in for general information.

MS-I
24.11.23

Under Secretary to Government

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
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NO. 3182 /F, Date 04/02/2026
FIN-CS2-ADV-0001-2022

From

Sanjeeb Kumar Mishra, I.A.S.,
Principal Secretary to Government.

To

The Additional Chief Secretaries/
Principal Secretaries/
Commissioner-cum-Secretaries/
Secretaries to Government
(All Departments)

Sub: Extension of interest-free Electric Vehicle Advance for State Government Employees- reg.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that State Government have issued guidelines on interest-free Electric Vehicle (EV) Advance in respect of State Government employees vide Finance Department O.M No.8524/F dt.05.04.2022, O.M No.8481/F dt.17.03.2023, letter No.19601/F dt.11.07.2023 and No.28139/F dt.04.10.2024, under which the facility for availing such advance was admissible up to 31st December, 2025, coterminous with the Odisha Electric Vehicle Policy-2021 notified vide C&T (Transport) Department Resolution No.7645 dt.01.09.2021.

2. The validity of the Odisha Electric Vehicle Policy, 2021 has since been extended up to 31st March, 2026 vide C&T (Transport) Department Notification No.16394 dt.31.12.2025.

3. Now, in view of the nearing closure of the financial year 2025-26, the following timelines shall be adhered to for availing interest-free EV advance by State Government employees:

a) **Last date for receipt of applications: 28th February, 2026.**

b) **Last date for sanction of advance and release of funds: 10th March, 2026.**

c) All other terms & conditions of aforesaid guidelines shall remain unchanged.

Yours faithfully,

Principal Secretary to Government

Memo No. 3183 /F, Date 04/02/2026

Copy forwarded to Commissioner-cum-Secretary to Governor / PS to Chief Minister / P.S. to All Ministers / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, (Projects) Odisha, Koraput / Deputy Accountant General, Puri, Odisha / All Departments of Government / All Heads of Department / Member, Board of Revenue, Cuttack / DG Police, Odisha / Secretary, Lokayukta, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDCs / All Collectors / All Sub-Collectors / DT&I(O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director General, GAA / Director, MDRAFM / Principal, Secretariat Training Institute for information and necessary action.

04/02/2026
Deputy Secretary to Government

Memo No. 3184 /F, Date 04/02/2026

Copy forwarded to the Portal-in-Charge, FID, Finance Department with request to upload the Office Memorandum in the Website of Finance Department at www.finance.odisha.gov.in for general information.

04/02/2026
Deputy Secretary to Government

Memo No. 3185 /F, Date 04/02/2026

Copy forwarded to All Officers / All Branches of Finance Department for information.

04/02/2026
Deputy Secretary to Government

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
***

NO. 11093 /F, Bhubaneswar, Date 28.04.26
FIN-CS2-ADV-0001-2022

From

Shri Sanjeeb Kumar Mishra, I.A.S.,
Principal Secretary to Government.

To

The Additional Chief Secretaries/
Principal Secretaries/
Commissioner-cum-Secretaries/
Secretaries to Government
(All Departments)

Sub: Recovery of irregular drawals, fixation of responsibility and submission of compliance report in respect of unauthorized sanction/drawal of interest-free EV Advance – reg.

Madam/Sir,

In inviting a reference to the subject cited above, I am to say that State Government had issued guidelines from time to time regarding sanction of interest-free Electric Vehicle (EV) Advance in respect of State Government employees, in pursuance of the Odisha Electric Vehicle Policy-2021 notified by C&T (Transport) Department.

2. The aforesaid policy, initially valid up to 31.12.2025, was subsequently extended up to 31.03.2026, and accordingly, this Department vide Letter No. 3182/F dated 04.02.2026 had prescribed the final timelines for availing the interest-free EV advance:

(i) **Last date for receipt of applications: 28.02.2026**
(ii) **Last date for sanction and release of advance: 10.03.2026**

3. It has, however, been brought to the notice of this Department that, despite the above clear instructions, several cases of sanction and drawal of interest-free EV advance have been made during April, 2026, i.e., beyond the stipulated cut-off dates. Such actions are in contravention of the orders issued by Finance Department and are therefore irregular and unauthorized.

4. In view of the above, it is, therefore, requested to take necessary action as outlined below and ensure strict compliance:-

(i) Recovery of irregular advance:

The entire amount of interest-free EV advance so drawn irregularly shall be recovered in one lump sum from the concerned Government employees. In addition, interest @ 12.5% per annum (as applicable in case of normal Motor Car Advance vide FD Letter No. 16153/F dated 03.06.2015) shall be levied from the date of drawal till the date of recovery, treating the same as unauthorized drawal of Government money.

(ii) Fixation of responsibility:

Responsibility shall be fixed on the sanctioning/drawing authorities as well as other officials concerned who have approved and facilitated such irregular drawals in violation of Finance Department instructions. Disciplinary action shall be initiated against the erring officials under the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962, as deemed appropriate, for gross negligence and disregard of Government orders.

P.T.O

(iii) Submission of compliance report:

All Departments shall furnish a detailed list of such irregular cases. Ensure immediate recovery as per the above instructions, and submit an Action Taken Report (ATR) to Finance Department within 15 (fifteen) days.

Yours faithfully,

29/04/2026

Principal Secretary to Government

Memo No. 11094 /F, Date 28.04.26

Copy forwarded to Commissioner-cum-Secretary to Governor / PS to Chief Minister / P.S. to All Ministers / P.S. to Chief Secretary / P.S. to DC-cum-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, (Projects) Odisha, Koraput / Deputy Accountant General, Puri, Odisha / All Departments of Government / All Heads of Department / Member, Board of Revenue, Cuttack / DG Police, Odisha / Secretary, Lokayukta, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDCs / All Collectors / All Sub-Collectors / DT&I(O) / All Treasury Officers of District Treasuries, Special Treasuries and Sub-Treasuries / Director General, GAA / Director, MDRAFM / Principal, Secretariat Training Institute for information and necessary action.

CBiswal
28/04/2026

Deputy Secretary to Government

Memo No. 11095 /F, Date 28.04.26

Copy forwarded to the Portal-in-Charge, FID, Finance Department with request to upload the Office Memorandum in the Website of Finance Department at www.finance.odisha.gov.in for general information.

CBiswal
28/04/2026

Deputy Secretary to Government

Memo No. 11096 /F, Date 28.04.26

Copy forwarded to All Officers / All Branches of Finance Department for information.

CBiswal
28/04/2026

Deputy Secretary to Government

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT
***

RESOLUTION

No. FIN-PUIF-MEET-0033 / 2014 (Pt) 27608 / F dated 16 th October 2015

Sub :-Guidelines for the identification of genuine depositors for the distribution of sale proceeds of attached properties u/s 9(7) of OPID Act, 2011.

In order that the Competent Authority can make an application before the Designated Court for the distribution among depositors of the money attached or realised out of sale u/s 9(7) of OPID Act, 2011, the following general guidelines are prescribed for the preparation of the list of genuine depositors along with the amount they are eligible to receive out of such attached money / sale proceeds :-

1. Receipt of applications from depositors :-

Upon the Designated Court making absolute an ad interim attachment order, the Competent Authority concerned shall place public advertisements through newspapers / website etc seeking applications from the depositors claiming refund of deposits made with the financial establishment. The applications may be submitted to the Competent Authority in a prescribed format as given in Annex – I. The applications will also be submitted through an appropriate online web based system.

2. Preparation of List of Claimants for Refund :-

The Competent Authority may prepare provisional list of the claimants in District / Block / GP wise format as prescribed in Annex-II. The list should indicate the name/address of depositor, identification and bank details as well as the amount claimed.

3. Preliminary Verification of Claimant List :-

The provisional list of claimants will be sent by the Competent Authority to the EOW / Crime Branch / investigating agency for verification as to whether the name of the depositors match with the database of depositors, if any,

available with them. In case the list of claimants matches with the database of investigating agency, the same may be taken up for field verification. The names of depositors which do not match with the database may be taken up for further verification.

4. Field Verification of Claimant details :-

After matching the depositor list with the database of investigating agency (if any), district-wise lists along with photo copies of the claim applications may be forwarded by the Competent Authority to the respective District Collectors / DMs for field verification. The District Collector in consultation with the Superintendent of Police/Deputy Commissioner of Police may form teams Police Station wise, consisting of (i) one officer not below the rank of Assistant Sub Inspector of the Police Station, (ii) Revenue Inspector, or Revenue Amin, and (iii) An Extension Officer of the Block responsible for the concerned G.P.

This team shall ascertain the facts mentioned in the claim form and report to the Collector & D.M. regarding the same. The Collector & D.M. shall make random check through a team of officers consisting of a Gazetted Revenue Official and Gazetted Police Officer (to be nominated by SP/DCP) in order to establish that the depositors enlisted are genuine. EOW, upon a request made by the DM, shall provide the list of depositors maintained by the financial establishment, wherever available, to cross check with the list prepared after field verification.

The Field Verification Team shall ascertain and verify the following:-

a) Name, address , telephone number of the depositor;
b) Identification proof of the Depositor;
c) Proof of Deposits made;
d) Proof of refund, if any, received from the financial establishment;
e) Whether deposits were made through cash or cheque;
f) Whether deposits were made directly or through Agent;
g) If through Agent, the name, address and telephone number of the Agent;

h) Amount outstanding or due to be paid.

i) Any other relevant details.

5. Publication of Provisional Claimant List :-

After verification of the Provisional Claimant List, the same shall be publicly displayed in the Gram Panchayat / NAC / Municipality Office, Notice Boards of District Level Offices and, if possible, published in local newspapers. The list will also be uploaded on the website of the Competent Authority as well as on the website of the Finance Department. A period of 15 days may be given for the public to raise objection or request modification, if any, before the Competent Authority.

If no objection is received, the list may be deemed as final. In case of objection or request for modification the list may be finalised after dealing with such objection.

6. Finalisation of Claimant List :-

After adopting due diligence as above, Final List of Claimants as well as the amount of money payable to each claimant may be prepared by the Competent Authority and duly certified by him/her. Thereafter, the same shall be submitted before the Designated Court.

7. Mode of Payment of money to the Claimant :-

The Competent Authority may make payment to the depositors through direct account transfer from the SB account of the Competent Authority after due approval of the Designated Court.

Additional Chief Secretary, Finance

Memo No 27609 **/F., dated** 16.10.2015

Copy forwarded to Director Printing Stationeries and Publications Odisha, Cuttack for information and necessary action.

He is requested to publish the resolution in the next issue of Odisha Gazette and supply 200 copies to this Department for official use.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Memo No 27610 **/F., dated** 16.10.2015

Copy forwarded to Principal Secretary to Govt., Home/Law Department for information and necessary action.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Memo No 27611 **/F., dated** 16.10.2015

Copy forwarded to All Collector and District Magistrates/ADM and Competent Authority, Cuttack, Balasore, Ganjam and Sambalpur for information and necessary action.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Memo No 27612 **/F., dated** 16.10.2015

Copy forwarded to All Superintendent of Police for information and necessary action.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Memo No 27613 **/F., dated** 16.10.2015

Copy forwarded to DG&IG of Police, Odisha, Cuttack/Additional DG of Police, CID-CB, Odisha, Cuttack / Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar/ DIG of Police, EOW, Bhubaneswar for information and necessary action.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Memo No 27614 **/F., dated** 16.10.2015

Copy forwarded Head, Portal Group, Secretariat, Odisha, Bhubaneswar for information.

He/She is requested to kindly upload this resolution in the official website of Finance Department for general information.

16/10/15

Director, Institutional Finance &
Ex-Officio Additional Secretary

Annex -I

Application for Refund of Deposits invested in Financial Establishments u/s 9(7) of OPID Act,2011

Name and Address of the Financial Establishment
for which the Application is made :
(separate application should be made for each Financial Establishment)

1. Name of the Depositor :
   Son / daughter / wife of :

2. Date of Birth : DD MM YY

3. Address : : House No & Street Name
   Vill./Ward
   P.O.
   P.S.
   G.P. Block
   District :

   Mob. No. Tel.No.
   E-mail :-

4. Identification details :- (photo copy of any one of the following documents to be attached)

   i) Electoral Photo Identity Card No.
   Ii) Aadhar Card No.
   iii) PAN No.

5. (a) Details of Deposits made with the Financial Establishment :-
(attach photo copy of receipts. Originals will be verified before refund is made)

Sl	Date of Deposit	Receipt No./ Deposit Certificate No	Amount deposited	Amount returned / received	Amount outstanding
1					
2					
3					

(b) Mode of payment : Cash / Cheque
(if cheque, then indicate Cheque Number, Date and Bank details)

6. Whether deposits were made directly to the financial establishment or through an Agent (tick one) :- **DIRECTLY / Through Agent**

If through Agent, then Agent's Name :

Agent's Father's name :

Address of the Agent :

7. (a) Whether any compensation has already been received by the claimant from Corpus Fund and/or from insurance or any other source :- YES / NO

(b) If yes, name of the source and amount so received :-

(c) Total amount claimed for refund (in Rs) :-
(after deducting the amount already received)

8. Total amount deposited by the applicant in ALL such financial establishments put together :- Rs_____

9. Bank account details of Claimant, to which refund amount may be credited :-

(a) Account Number :-
(b) Bank's Name :-
(c) Address of the branch of the Bank:-
(d) IFSC Code of Bank :-
(e) Whether bank A/c has been Aadhar linked :- **YES / NO**

Declaration :-

I declare that the details furnished in this claim application are true to the best of my knowledge and belief.

Signature of the Applicant :-
Date :- Place :-

Annex – II

Provisional List of Depositors Claiming Refund of Deposits made with Financial Establishment under OPID Act 2011

(A) Name of the Financial Establishment :-

(B) Area from which the Claim Applications have been submitted :-

(i) Name of District :-
(ii) Name of Block :-
(iii) Name of Police Station :-
(iv) Name of the GP / Ward :-

Sl	Application Number	Depositor's Name & Address	Identification Document & Number	Deposit Receipt Number	Bank A/c No, IFSC Code etc	Amount Claimed	Amount Payable or due
			E.g. PAN Card ABCDE9999X				

(C) Field Verification Report :-

Certified that that details submitted by the applicants in the above mentioned claim applications have been scrutinised by us through field verification, and have been found correct in all respects, with the exception of the following applications, where discrepancies have been noted :-

Sl No	Application Number	Details of Discrepancy Noted

Signature of the Identifying Officials :-

(a) SI /ASI of the Police Station :-
(b) Revenue Inspector / Revenue Amin :-
(c) Extension Officer :-

(D) Details of the sample check conducted by the District Collector :-

Sl No	Application Number	Details of Discrepancy Noted (write "NIL" in case of no discrepancy)

Signature of the District Collector :-

Copy forwarded to the Competent Authority _____ Cuttack / Balasore / Sambalpur / Berhampur for necessary action.

(21)

OPID Matter / URGENT
By E-Mail / Fax

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

***

No. 13773 /F., Date 06.05.2023
FIN-DIP-MEET-0002-2018

646
8.5.2023

From

Shri C. R. Hota,
Additional Secretary to Government

To

The ADM & Nodal Officers (OPID),
Ganjam/ Khordha/ Nayagarh/ Puri/ Gajapati/Kandhamal/
Cuttack/ Rayagada/ Kalahandi/ Jagatsinghpur

Sub: Decisions taken in the meeting dated 26.04.2023 to review the progress of OPID activities ongoing in different districts.

Madam / Sir,

I am directed to say that in the virtual meeting held on 26.04.2023 under the Chairmanship of Special Secretary to Government, Finance Department to review the progress of OPID activities ongoing in your districts, the following decisions were taken.

1. All districts shall complete field verification of the online applications of the depositors of Hi-Tech Estates and Promoters Private Limited and M/s Rajadhani Systems and Estate Private Limited by **20th May, 2023** and submit the list thereof to the Competent Authority for refund of deposits .
2. As the training how to collect and upload the photocopy of Indemnity Bond and also to cancel money receipts and upload the photocopy thereof through mobile App has already been imparted to all RIs & Tahasildars, the ADM & Nodal Officer (OPID) are, therefore, requested to ensure collection & uploading of Indemnity Bond and cancelled money receipts through Mobile App at the earliest for making refund of deposits to the account of identified genuine depositors at the level of the Competent Authority level.
3. All districts shall complete field verification of the online claim applications of M/s Golden Land Developers Ltd and M/s GLP Developers Ltd by **20th May, 2023.**
4. All districts shall complete payment of compensation to remaining identified genuine small depositors pertaining to Report No. 1 to 7 of Hon'ble Commission of Inquiry by **31st May, 2023.**

Scanned with Oken Scanner

5. All districts shall submit the digitized field verification report pertaining to pending Reports of Hon'ble Commission of Inquiry by **20th May, 2023** for release of funds.
6. All districts shall complete refund of deposit to the remaining identified genuine small depositors of M/s Rose Valley Group of Companies by **31st May, 2023.**
7. The ADM and Nodal Officer (OPID) shall review the matter with the Tahasildars on weekly basis to expedite field verification, payment of compensation and refund of deposits.
8. The ADM and Nodal Officers (OPID) shall instruct the Tahasildars to take review meetings with the RIs on regular basis (at 2-3 days interval) for the field verification and return the verified applications without further delay.

It is requested that immediate necessary follow up actions may be taken and reported to this Department at the earliest.

This may be given **"Top Priority"**.

Yours sincerely,

5/5/2023

Additional Secretary to Government

Memo No. 13774 **/F., Date** 06.05.2023

Copy forwarded to the District Small savings and Financial Inclusion Officers, Ganjam/ Khordha/ Nayagarh/ Puri/ Gajapati/ Kandhamal/ Cuttack/ Rayagada/ Kalahandi/ Jagatsinghpur for information and necessary action. It is requested to pursue the matter with the appropriate quarters to ensure completion of different activities within the stipulated time period.

5/5/2023

Additional Secretary to Government

Memo No. 13775 **/F., Date** 06.05.2023

Copy forwarded to the ADM & Competent Authority, Cuttack for information and necessary action.

5/5/2023

Additional Secretary to Government

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KALAHANDI

Memo No. 1634 **/Rev. XXI-04/2023** **Date.** 17/05/2023

Copy to all Sub-Collectors and Tahasildars of Kalahandi district for information and necessary action.

Dy. Collector (Revenue),
Collectorate, Kalahandi

Scanned with Oken Scanner

OPID MATTER/ URGENT
BY E-MAIL/ FAX

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

***

No. 23226 /F., Date 17.08.2023
FIN-DIP-OPID-0011-2017

From

Shri Chittaranjan Hota,
Additional Secretary to Government

To

All Collector & District Magistrates (Except – Sonepur)

Sub: Refund of deposits to the genuine depositors identified by the Field Verification Team pertaining to Hi-Tech Estates and Promoters Private Limited and M/s Rajadhani Systems and Estate Private Limited as per orders of the Ld. Designated Court.

Madam/ Sir,

I am directed to say that the final list of identified genuine depositors of Hi-Tech Estates and Promoters Private Limited and M/s Rajadhani Systems and Estate Private Limited is going to be sent to you by the ADM & CA, Cuttack through the web-based system i.e. https://opid.odisha.gov.in for collection of Indemnity Bond and cancellation of original money receipts of the depositors to initiate action for refund of deposits to the genuine depositors of the Company in compliance of the order dated 25.03.2023 of the Ld. Designated Court, Cuttack passed in CMA No. 01 of 2023 arising out of IA No. 02/2018.

2) It may be recalled that, the user manual for operating the online software and mobile app for uploading the Indemnity Bond and cancellation of money receipts has already been sent to all districts vide this Department letter No. 13959/F dated 09.05.2023, which may be referred to.

3) On receipt of the final list of identified depositors from the ADM & Competent Authority, Cuttack, you are to forward the same through web-based system to the respective Tahasils who in turn shall forward the same to the respective RIs for

collection of the Indemnity Bond in plain paper and cancellation of money receipts or any other proof towards deposit.

4) As it is seen that scanned copy/ photograph of field verification report with signatures of all three team members are not uploaded in most of the verified applications which is violative of the stipulations of Finance Department instructions dated 12.04.2022, it is therefore requested that before execution of Indemnity Bond, the RI concerned is to upload the scanned/ photo copy of the field verification report with signature of all three members of Field Verification Team in the web portal.

5) Upon receipt of the list of identified depositors from the Tahasildar, the RI shall give prior notice to the depositors to appear before him for execution of an Indemnity Bond in plain paper and for cancellation of original money receipts or any other proof towards deposit. The Indemnity Bond Format is available in the web-portal.

6) The RI shall execute the Indemnity Bond with due signature of the depositor in presence of two witnesses. Besides, the RI shall also cancel the original money receipts or any other proof towards deposit with the remark on the body of the same that "REFUND OF DEPOSIT MADE. HENCE, CANCELLED" and put his/ her seal and signature below.

7) Thereafter, concerned RI shall upload the photo copy of Indemnity Bond and cancelled money receipts or any other proof towards deposit in the web-portal through mobile App. Besides, the RI shall also submit the physical copy of the indemnity Bond and cancelled money receipts in original to the Tahasildar.

8) After receipt of final list of depositors from RIs through web based system, the Tahsildar shall return the same to the Collector & DM. The hard copy of the Indemnity Bond and cancelled money receipts in original received from the RIs are also to be submitted to the Collector & District Magistrate.

Further, before return of the final list of identified depositors to the District Collector, the concerned Tahasildar is to ensure that the scanned/ photo copies of the field verification report with signature of all three members of Field Verification Team are uploaded in the web portal.

9) Consequent upon receipt of the final claimants list from the Tahsildars, the Collector & District Magistrate shall forward the same to the ADM & Competent Authority, Cuttack through web based system for initiating action for refund of deposits to the identified genuine depositors from the level of the Competent Authority. Besides, the hard copy of the Indemnity Bond and cancelled money

receipts in original received from the Tahasildars are also to be submitted to the ADM & CA, Cuttack.

It is requested that the process of execution, collection and uploading of the Indemnity Bond in plain paper from the depositors, cancellation original money receipts and uploading of cancelled money receipts and return of the applications to the ADM & Competent Authority, Cuttack may be completed within a month's time positively.

This may be given '**Top Priority**'.

Yours faithfully,

17/8/2023

Additional Secretary to Government

Memo No. 23227 **/F., Date** 17.08.2023

Copy forwarded to all ADM and Nodal Officers (OPID) (Except – Sonepur) for information and necessary action.

17/8/2023

Additional Secretary to Government

Memo No. 23228 **/F., Date** 17.08.2023

Copy forwarded to all District Small savings and Financial Inclusion Officers (Except – Sonepur) for information and necessary action.

17/8/2023

Additional Secretary to Government

Memo No. 23229 **/F., Date** 17.08.2023

Copy forwarded to the ADM & Competent Authority, Cuttack for information and necessary action.

17/8/2023

Additional Secretary to Government

OFFICE OF THE COLLECTOR
AND DISTRICT MAGISTRATE,
KALAHANDI

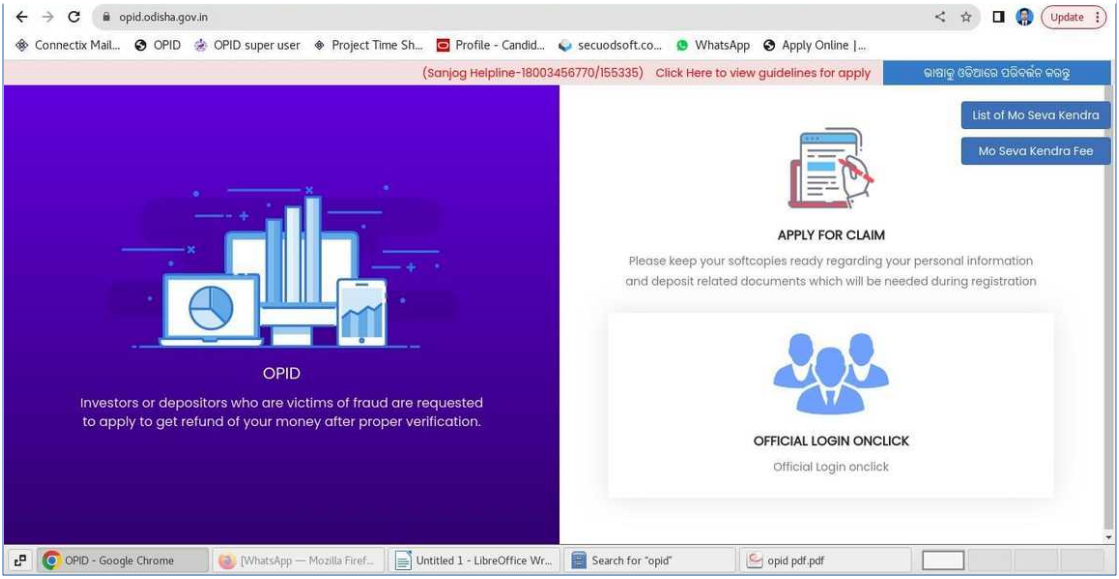
Memo No. 9876 /Rev. Dt. 31/08/2023

Copy to all Sub-Collectors/ Tahasildars of Kalahandi district for information and necessary action.

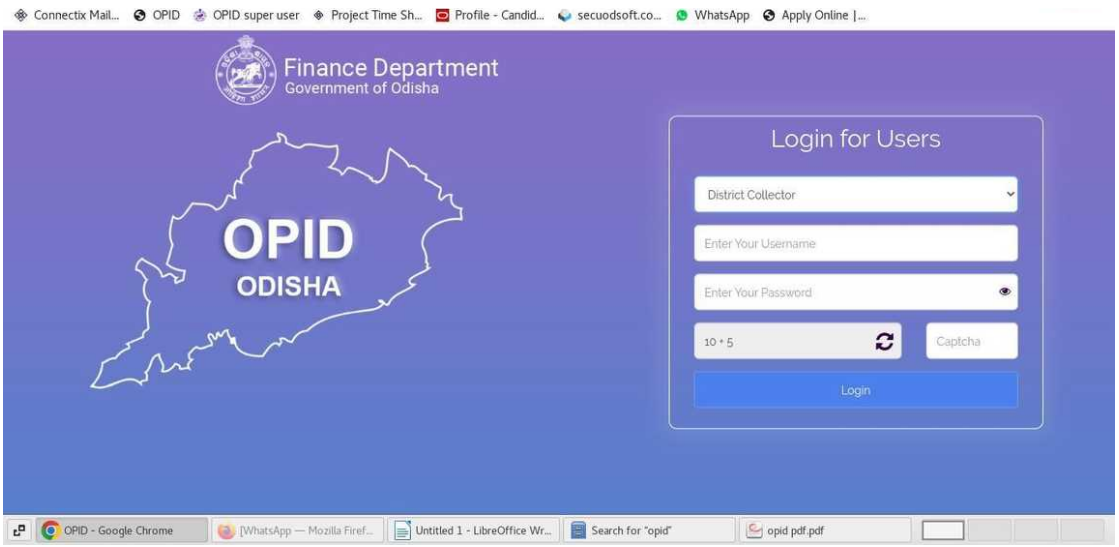
31/8/23

DEPUTY COLLECTOR
REVENUE COLLECTORATE
KALAHANDI

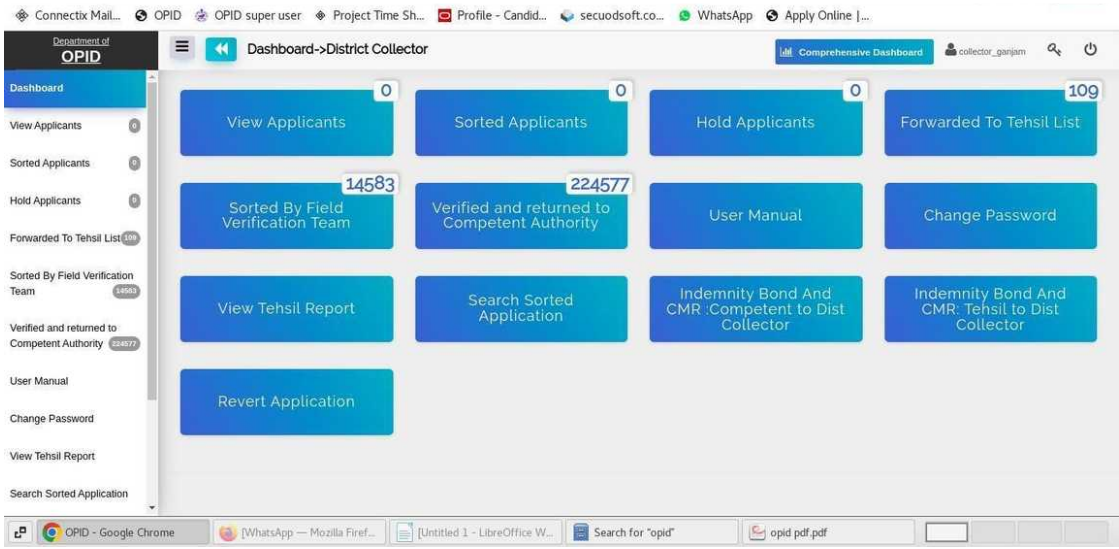
❖ OFFICERS CAN CLICK TO OFFICIAL LOGIN



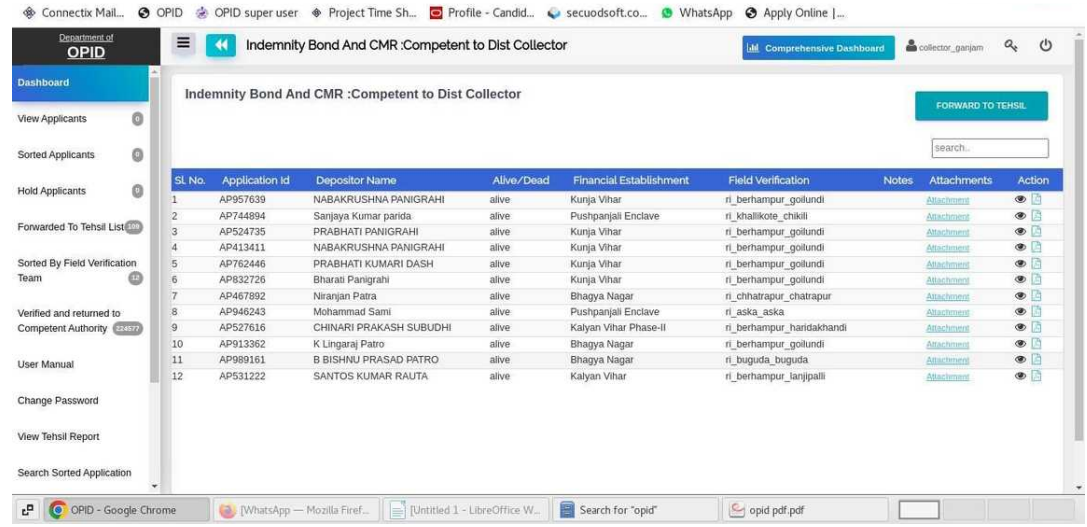
♦ DISTRICT COLLECTOR LOGIN



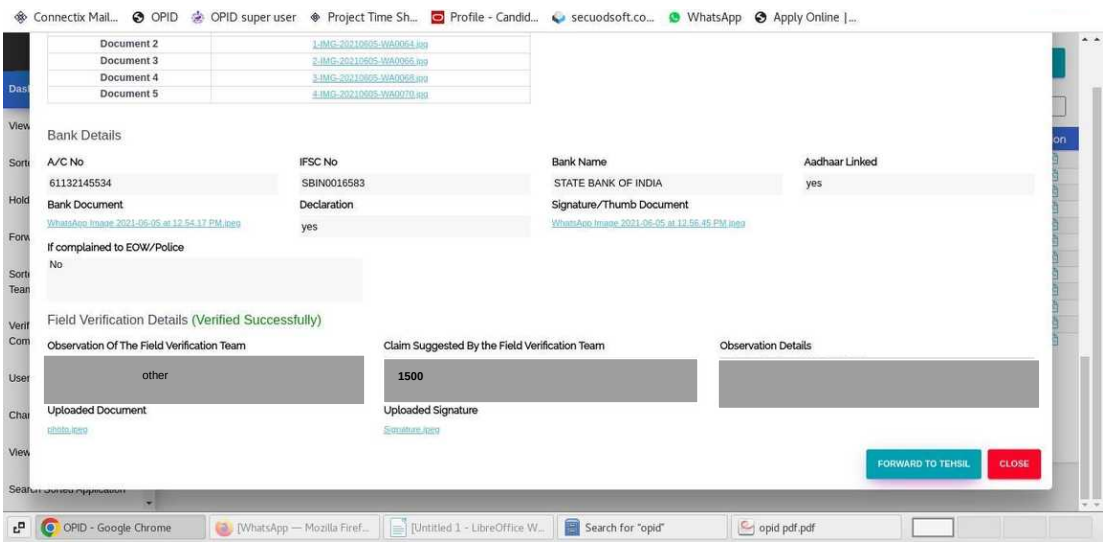
❖ **Login using the provided credentials.**
❖ **Select Login level as District Collector.**
❖ **Enter valid Username, Password and Captcha to login**



- **Then Click To Indemnity Bond : Competent To Dist Collector Modules**



- **Then Click To View Action Icon**
- **Then View Details of Application**



- **Then Click To Fordward To Tahsil**

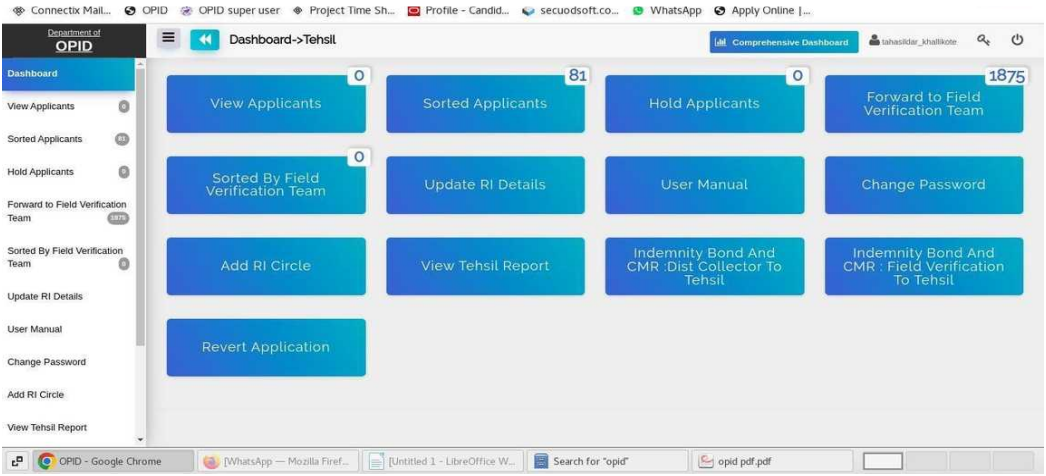
♦ TAHSIL LOGIN



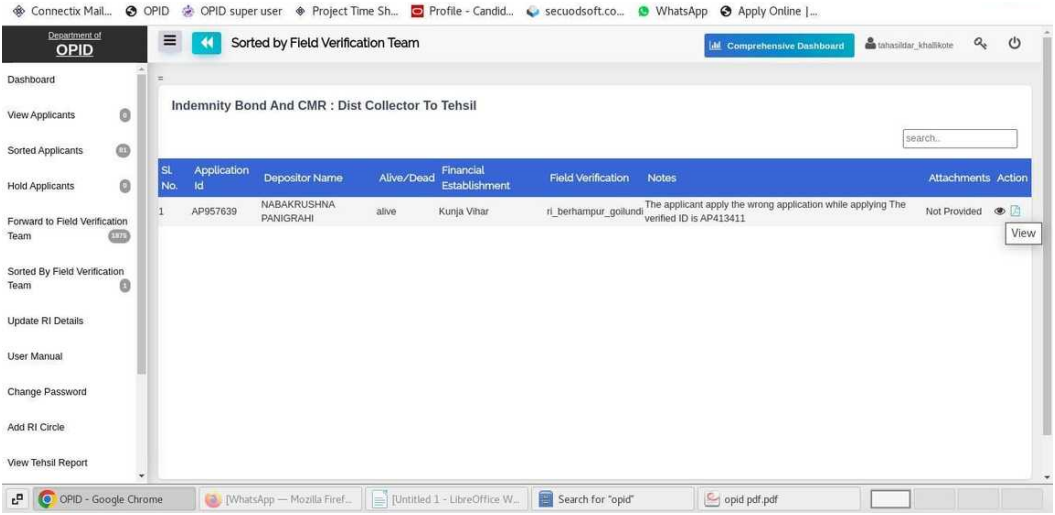
❖ **Login using the provided credentials.**

❖ **Select Login level as Tehsil.**

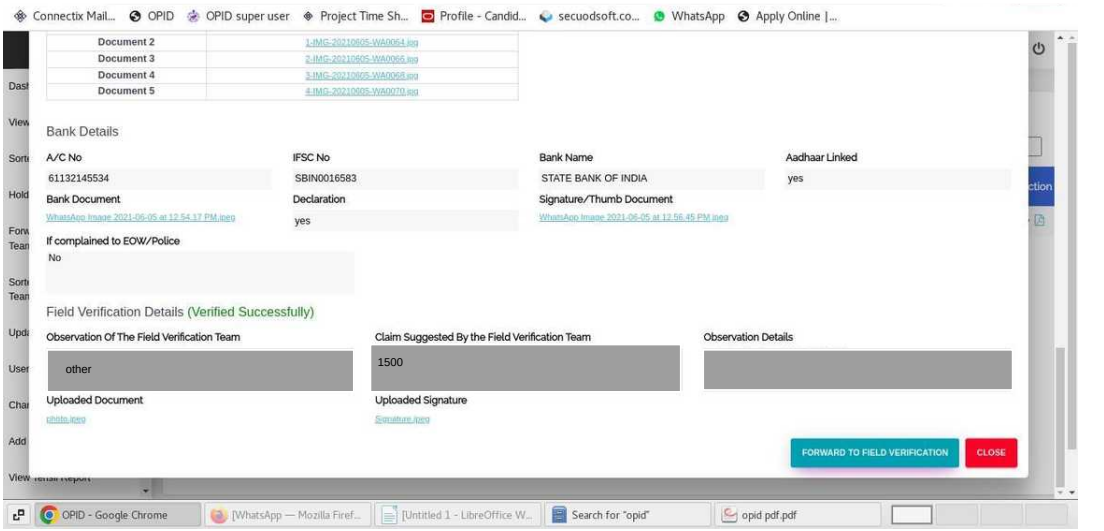
❖ **Enter valid Username, Password and Captcha to login.**



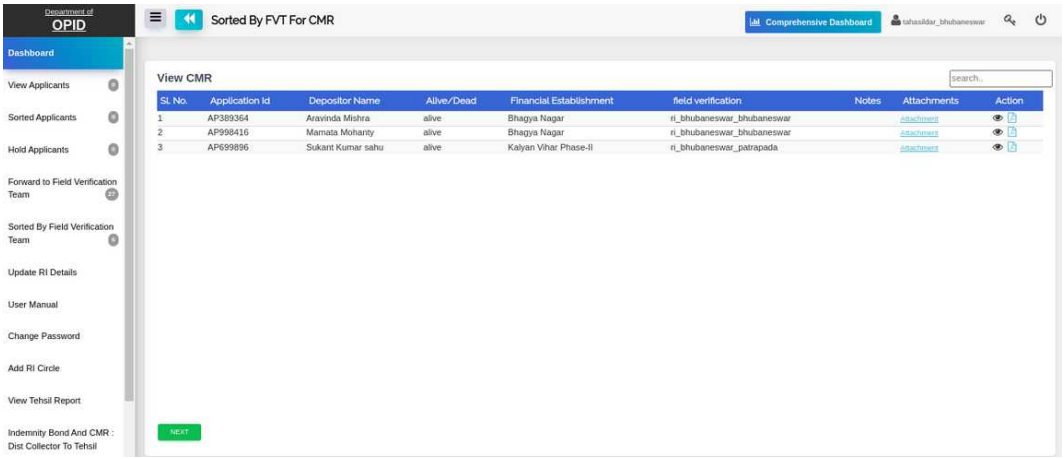
- **Then Click To Indemnity Bond :Dist Collector To Tehsil Modules**



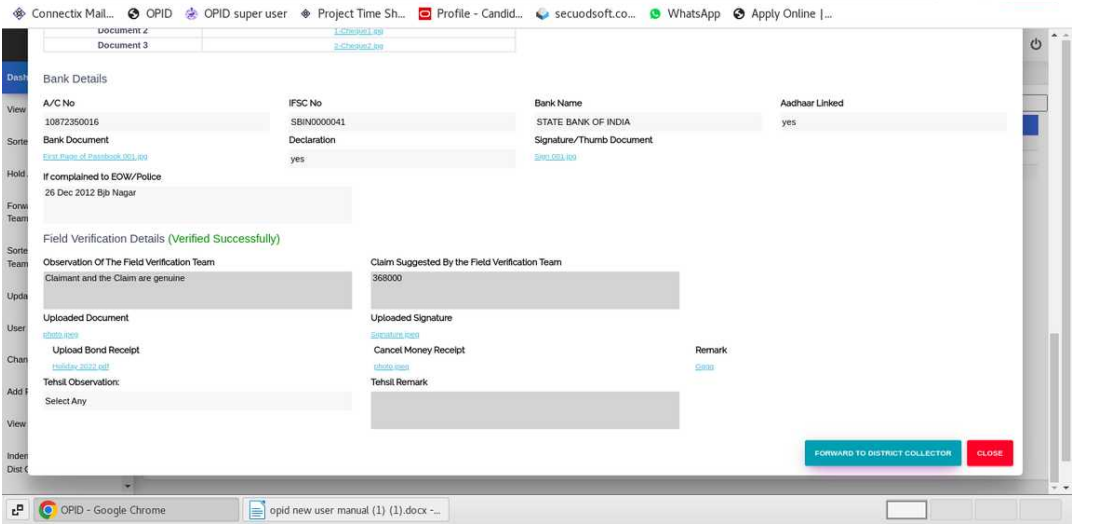
- **Then Click To View Action Icon**
- **Then View Details of Application**



- **Then Click To Fordward To Field Verification**

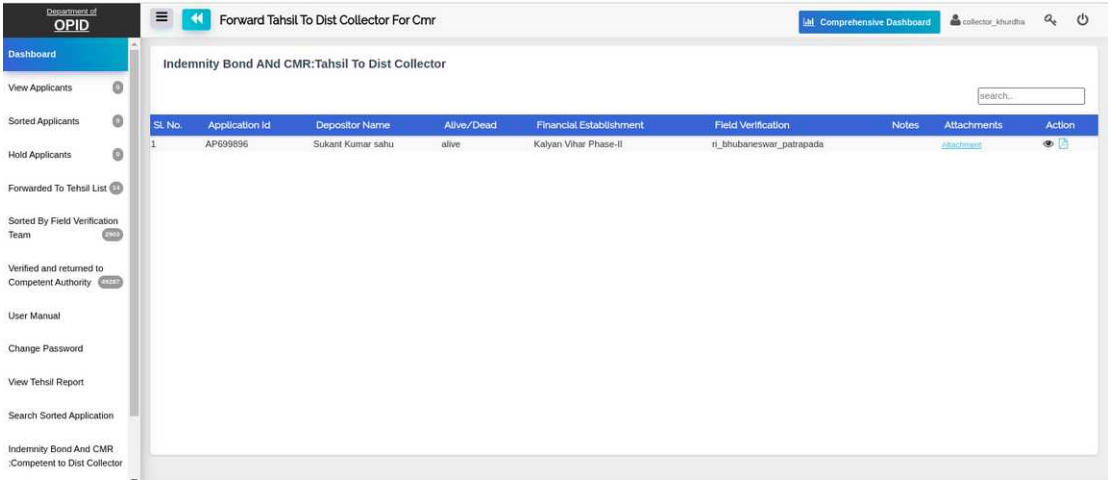


♦ **After Complete the Verification in mobile application then application view in Shorted By FVT Modules**

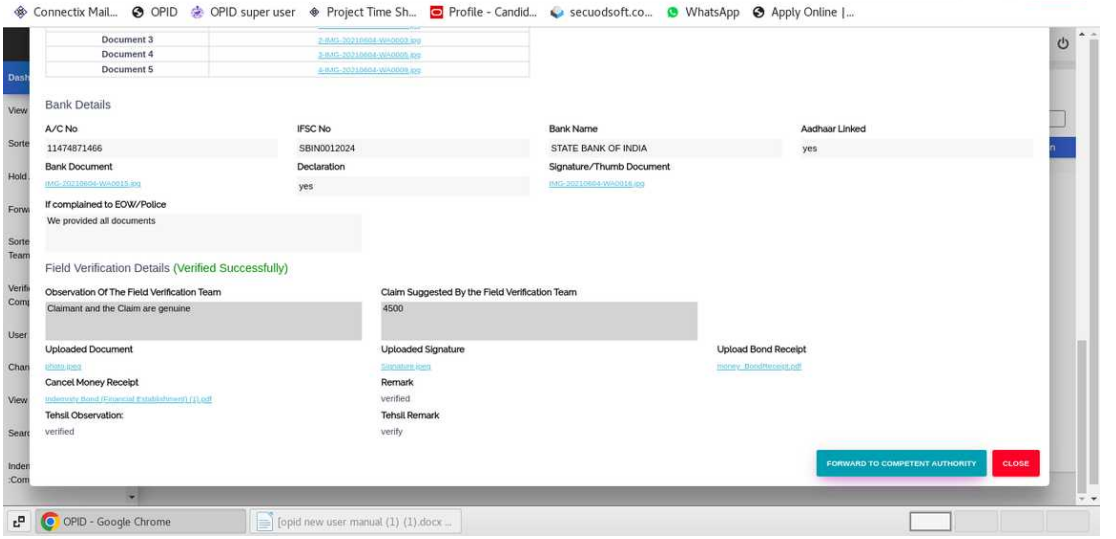


- **Then Click To Fordward To District Collector**

- **DISTRICT COLLECTOR LOGIN**



- **Then Click To View Action Icon**
- **Then View Details of Application**



- **Then Click To Fordward To Competent Authority**

ANDROID APPLICATION

Indemnity bond and cancel money receipt upload

Odisha Computer Application Centre
N-1/7D Acharya Vihar P.O-RRL,
Bhubaneswar-751013

OPID



Login

- This is the login screen for field verification team.
- Enter the mobile number and click to login
- A 4 digit OTP will go to the given mobile number
- Once the OTP is received enter the OTP into the fields.
- On successful verification it will redirect to home page of the application.



OTP Verification

- 4 digit verification number will be verified here.
- If OTP is not received, can resend by clicking resend OTP.
- On click verify if correct OTP given then redirect to home page .
- For wrong OTP prompt to enter correct OTP.



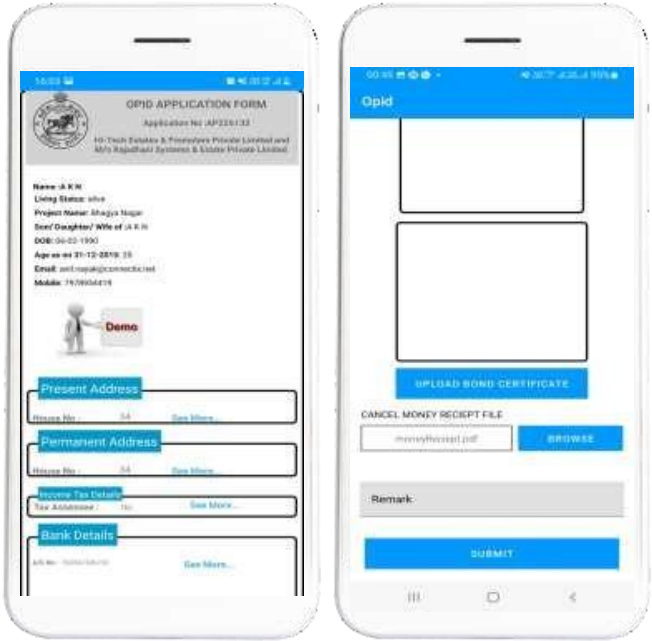
CMR UPLOAD option and list of application for CMR and Indemnity Bond.

- On click of three dots at the top the CMR upload option will be display.
- On click of CMR upload the list of application will be displayed in the screen to for CMR and indemnity bond upload option.
- On click of individual application all the information of applicant will display in the screen



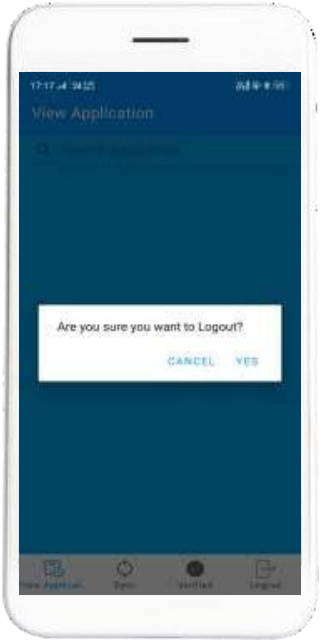
View Application Detail and Submit CMR and Indemnity Bond.

- Displays complete detail of the applicants.
- On click see more will show complete detail of respective sections.
- After observation at the field level and by seeing the complete details of the application, field verification officers will give their notes and remarks.
- Provisions to upload indemnity bond and cancle money receipt .
- On click submit all data of that Field verification officer applicants will be saved.
- All cancle money receipts are scanned and converted into one PDF file and than upload into the application



Logout

- On click logout a dialogue will prompt for log out from the application.
- Once logout for login again internet is required so its recommended to login into the system and save all records locally into the mobile application before visit for verification.



Thank You !!!

OPID Matter / URGENT
By E-Mail / Fax

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

***

No. 168 /F., Date 02.01.2024
PT1-FIN-DIP-OPID-0005-2016

From

Shri Chittaranjan Hota,
Additional Secretary to Government

To

All Collector & District Magistrates

Sub: Refund of deposits to the genuine depositors identified by the Field Verification Team pertaining to M/s Golden Land Developers Ltd & M/s GLP Developers Ltd

Madam / Sir,

I am directed to say that the list of identified genuine depositors of M/s Golden Land Developers Ltd & M/s GLP Developers Ltd was sent by the ADM & Competent Authority, Cuttack to all districts through the web-based system for collection & uploading of Indemnity Bond and cancellation & uploading of original money receipts of the depositors to initiate action for refund of deposits.

It may be recalled that all districts were requested vide this Department letter No. 30692/F., dated 08.11.2023 to complete the said processes and return the applications to the account of the ADM & Competent Authority, Cuttack by 25th November, 2023 positively. Subsequently, as per the decision taken in the virtual meeting held under the Chairmanship of the Principal Secretary, Finance Department on 02.12.2023, 13 big districts having large number of depositors were again requested vide this Department letter No. 33219/F., dated 05.12.2023 to complete the aforesaid activities and return the applications to the account of the ADM & Competent Authority, Cuttack by **30th December, 2023.**

But, it is seen from the status report as on 31.12.2023 (copy enclosed at Annexure - I) that the achievements made by 13 districts i.e. Bhadrak, Boudh, Keonjhar, Malkangiri, Dhenkanal, Nuapada, Kendrapara, Sundargarh, Nabarangpur, Mayurbhanj, Deogarh, Bargarh and Sambalpur is zero percentage. Besides, the achievement of 6 districts i.e. Khordha, Cuttack, Jajpur, Bolangir, Sonepur and Koraput is below 10% and performance of remaining districts is not at all satisfactory.

Now, the ADM & Competent Authority, Cuttack has intimated that after scrutiny of the returned applications following deficiencies are noticed in many applications.

i. Indemnity Bonds are not uploaded.
ii. Money receipts of other company are attached.
iii. Original money receipts uploaded without cancellation
iv. Photocopy of the money receipts uploaded instead of original money receipts.
v. The sum total of the amounts in the money receipts are lesser than the amount suggested by the Field Verification Teams
vi. Legal heir certificate is not attached in case the depositor is not alive
vii. Application returned without uploading of the Indemnity Bond, cancelled money receipt.
viii. Indemnity Bonds and Money receipts uploaded are not visible

Due to above defects, the ADM & Competent Authority, Cuttack could not initiate action for refund of deposit amount to the account of the identified depositors of the defective applications.

You are, therefore, requested to kindly ensure that consequent upon receipt of the applications from the R.Is. the same may be thoroughly scrutinized at Tahasil level and district level to take care of the deficiencies indicated above before returning them to the account of the ADM & Competent Authority, Cuttack. Further, it is requested to complete the process of collection / uploading of the Indemnity Bond, cancellation / uploading of original money receipts and return of the completed applications to the account of the ADM & Competent Authority, Cuttack by **20th January, 2024**.

This may be given **'Top Priority'**.

Yours faithfully,

Additional Secretary to Government

Memo No. 169 **/F., Date** 02.01.2024

Copy forwarded to the all ADM & Nodal Officers (OPID) for information and necessary action.

Additional Secretary to Government

Memo No. 170 **/F., Date** 02.01.2024

Copy forwarded to the ADM & Competent Authority, Cuttack for information and necessary action.

Additional Secretary to Government

Annexure - I

Status report of collection & uploading of the Indemnity Bond, cancellation of original money receipts & uploading of the same for refund of deposits to the depositors of M/s GLP Group of Companies as on 31.12.2023

SL No.	Name of the district	M/s GLP Group of Companies		
		No. of verified claim application sent to districts	Claim application returned to the account of the ADM & Competent Authority, Cuttack	Percentage of achivement
(1)	(2)	(3)	(4)	(5)
1	GANJAM	1,47,611	18,654	12.63%
2	KHORDHA	27,355	346	1.26%
3	NAYAGARH	18,659	5,382	28.84%
4	PURI	15,364	9,333	60.74%
5	GAJAPATI	7,696	1,291	16.77%
6	KANDHAMAL	6,604	2,478	37.52%
7	CUTTACK	6,142	10	0.16%
8	KALAHANDI	4,565	2,712	59.41%
9	RAYAGADA	3,926	1,666	42.43%
10	JAGATSINGHPUR	3,756	1,444	38.44%
11	JAJPUR	2,074	125	6.02%
12	ANGUL	1,839	1,653	89.88%
13	BHADRAK	14	0	0.00%
14	BOLANGIR	1,737	134	7.71%
15	BOUDH	2,443	0	0.00%
16	KEONJHAR	2,277	0	0.00%
17	MALKANGIRI	1,981	0	0.00%
18	DHENKANAL	1,564	0	0.00%
19	NUAPADA	1,145	0	0.00%
20	KENDRAPARA	748	0	0.00%
21	SONEPUR	131	11	8.39%
22	KORAPUT	134	6	4.47%
23	SUNDERGARH	141	0	0.00%
24	NAWARANGPUR	36	0	0.00%
25	MAYURBHANJ	62	0	0.00%
26	DEOGARH	34	0	0.00%
27	JHARSUGUDA	29	4	13.79%
28	BARGARH	38	0	0.00%
29	SAMBALPUR	1	0	0.00%
30	BALASORE	8	6	75.00%
Total		**2,58,114**	**45,255**	**17.53%**

OPID Matter/
Most Urgent

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI

(Development Section)

Memo No. 15 / **Dtd.** 11.01.2024 /

Copy to all Tahasildars of Kandhamal district for information and necessary action. They are requested to scrutinize the applications thoroughly on receipt from the RIs and return to the district office. Further, you are also requested to complete the process by 20th January, 2024 on priority basis.

11.1.24

Asst. Collector, Development,
Collectorate, Kandhamal, Phulbani