

भारतीय मानक ब्यूरो

वित्त विभाग

हमारा संदर्भ: वित्त/2:24/ गृह निर्माण अग्रिम
2020

30 जनवरी

विषय: सभी अधिकारियों द्वारा संपत्ति के रखरखाव और बीमा के कागजात के बारे में प्रमाण पत्र , जिन्होंने भारतीय मानक ब्यूरो से गृह निर्माण अग्रिम लिया है

परिपत्र संख्या बी० आई० एस० / मुख्यालय/वित्त/परिपत्र (02) 2020 दिनांक 30 जनवरी 2020 आवश्यक कार्यवाही हेतु संलग्न है।

हस्ता
(गुरप्रीत सिंह)
निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय / शाखा कार्यालय / एन आई टी एस संस्थान / केंद्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

प्रतिलिपि - जानकारी के लिए :

- निजी सचिव (महानिदेशक) - महानिदेशक की जानकारी के लिए
- अपर महानिदेशक/मुख्य सतर्कता अधिकारी/सभी उपमहानिदेशक

सूचना और प्रौद्योगिकी विभाग - भारतीय मानक ब्यूरो के इंटरनेट पर रखने के लिए

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/2:24(HBA)

30th January 2020

Subject: Certificate regarding Property Maintenance & Insurance Papers by all officials who have taken House Building Advance from BIS

The Circular No. BIS/FIN/HQ/Circular (02)/2020 dated 30th January 2020 on the captioned subject is enclosed for necessary action.

Sd/-
(Gurpreet Singh)
Director (Finance)

Circulated through Intranet to:

- Heads of ROs/BOs/ CL/NITS
- Heads of all Departments at HQ
- All Official of BIS

Copy for Information:

- PS to DG – For DG's Information
- DG/ADG/CVO/ All DDGs

Copy to: ITSD for placing on BIS INTRANET

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT – HQ)

Subject: Certificate Regarding Property Maintenance & Insurance Papers by all officials who have taken House Building Advance from BIS.

The Terms & Conditions governing grant of House Building Advance, *interalia* stipulates that Property/Flat must be maintained in good condition and all Statutory Dues (i.e. Municipal and other Local Taxes) be paid regularly.

Further, “Insurance” with a “Insurance Regulatory and Development Authority of India.” approved Insurance company/ agency for a sum not less than the amount of advance against damage by fire, flood and lightning, shall be kept in force till the advance is fully repaid with interest.

Therefore, all the concerned officials who have taken House Building Advance from BIS are required to submit a copy of the Insurance Policy to Finance Department along with the renewal document. They are also required to submit the Maintenance Certificate in the Proforma attached.

In order to streamline and update the records in all loan files up to the financial year 2018-2019 all concerned officials/ Staff who have taken HBA from BIS are requested to submit the aforesaid certificate, copy of Insurance Policy and Receipt of Statutory Dues (Municipal & other Taxes) Receipt by 15th February 2020 to Finance Department positively.

It may please be noted that penal interest 2% over and above existing rate of interest will be recovered from the employee for those periods which are not covered by insurance of the house in accordance with para 10(b) of the OM NO. 1.17011/11(4)/2016-H-111 dated 09.11.2017 issued by MOHOA (Newly introduced provision in 7th CPC regime). For habitual default in obtaining timely insurance may further attracts disciplinary proceeding as per the governing provision of HBA rules.

This issue with the approval of DDGF.

(Gurpreet Singh)
Director (Finance)

Date: 30th January 2020

PROFORMA

(TO BE SUBMITTED BY ALL LOAN HOLDERS)

I _____ Daughter/Son of _____ residence of _____ certify that the Flat/Property for which the loan has been sanctioned by BIS, is being kept in good conditions, free from all encumbrances.

I also certify that Municipal and other local taxes have also been paid timely and no such payment is due from me.

I also certify that insurance of the Property (for the sum not less than the advance) against damage by fire, flood and lighting etc., has been obtained and the same is in force.

Photocopies of the Tax Receipt and Insurance Policy are attached.

Loan Holder's

Name: _____

Designation: _____

Employee No. : _____

Encl: i) photocopy of Receipt of tax

ii) Photocopy of Insurance Policy

Place:

Date: