

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
BUDGET BRANCH**

No. 2653-F

Dated, Kolkata, the 19th July, 2005

MEMORANDUM

Modus operandi as decided by this State Government and the SBI authority in respect of cases where a loanee State Government employee is transferred to a new station is as follows:

“In the event of transfer of the loanee employee, the bank branch after receipt of the proceeds of EMI of the concerned employee from the DDO of the new office to which the employee is presently attached on his transfer will send the amount of EMI by the internal mechanism of the bank of their branch from where the employee has originally taken his housing loan and where record is maintained thereunder. The original branch on receipt of the said EMI will immediately credit the amount to the Home Loan Account of the concerned employee.

At the same time, DDOs should invariably mention the Home Loan Account number together with other particulars in the concerned employee’s Last Pay Certificate. They may also keep the SBI branch apprised of the employee’s transfer to the new station. This will enable the two branches (both transferor and transferee) to arrange for smooth transfer/acceptance and credit of the EMI in the loanee employee’s Home Loan Account.”

This may be circulated to all DDOs for immediate necessary action in continuation of this Department Memo No. 90-F.B. dated 13.01.2005.

Sd/- Deputy Secretary