

Government of Odisha
Finance Department

No. 68 (5) /F.,
FIN-WM-LC-0034/2011

Date 1/1/2013

From

Shri J. K. Mohapatra, I.A.S.
Additional Chief Secretary to Govt.

To

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The Principal Secretary to Govt.,
Housing & Urban Development Department/
Rural Development Department/
Water Resources Department/
Commissioner-Cum-Secretary to Govt.,
Energy Department/
EIC-Cum-Secretary to Govt.,
Works Department

Sub: **Refund of Security Deposits made by way of deduction/withholding payment from Work Bills through Works Expenditure Module of iOTMS.**

Sir,

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I am directed to say that in Finance Department Circular No.28800(5)/F., dated 24.6.2011 on "Withdrawal of system of Letter of Credit for Public Works Divisions and Irrigation Projects" it was stipulated in Para-4 that for all Deposit Works, the balance available against Works Deposits in the Schedule of Deposits Works in Form-65 under works expenditure would form the basis for drawal of Cheques for works expenditure against Deposit Works.

2. In the meanwhile, several references have been made to this Department to prescribe the modalities for refund of Security deposits recovered from Work Bills which also form a part of Deposits maintained by the Public Works Divisions/Irrigation Projects.

3. It may be noted that in terms of the provisions of Paragraph 15.2.4 of the Central Public Works Accounts Code, percentage deductions for Security Deposits related to the estimate of the work awarded, made from the contractors' bills, are credited to Major/Minor Head - 8443 - Civil Deposits - 108 - Works Deposits" under the Sub-Head "Cash Deposits of Contractors". It is further provided in paragraph 15.2.5 of the Central Public Works Accounts Code that without the special orders of competent authority, no security deposit

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should be repaid or transferred to the depositor, or otherwise disposed of except in accordance with the terms of his agreement or bond and that the depositors' acknowledgement should be obtained in all cases of security returned.

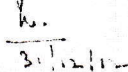
4. Hence, in all cases of refund of Security Deposits, each deposit should be examined with reference to the particulars of the Deposit recorded in the Deposit Register maintained in Form CPWA-67 and the procedure for refund of such Deposits as outlined in Paragraph 15.5.2 should be scrupulously followed and orders of the competent authority obtained in terms of Paragraph 15.2.5 of CPWA Code.

5. The following procedure should be adopted for refund of Security Deposit against balance available for the particular Security Deposit in the Deposit Register of the Division/Project through the Works Expenditure Module of iOTMS.

- i) In case of security Deposits, recovered up to 31.12.2012, the Divisional Officers/FA & CAOs of Irrigation Projects are to enter the extract from the Deposit Register maintained in Form CPWA-67 in the iOTMS showing the balance available against each deposit in the format at Annexure 'A'. This process should be completed within a month from the issue of this Circular or by 15th February, 2013 at the latest.
- ii) The security Deposits to be recovered on or after 1.1.2013 should be entered in the iOTMS incorporating the details.
- iii) Before allowing refund the Divisional Officers/ FA & CAOs are to obtain approval of the Head of the Department concerned. ✓
- iv) After obtaining approval of the Head of the Department the Divisional Officers/ FA & CAOs are to issue cheque against the amount approved for repayment from the balance available in the Deposit Register and enter the particular of the cheque and the Deposit appearing in the Deposit Register in iOTMS.

Heads of Departments and Divisional Officers/FA & CAOs may be instructed to adhere to the procedure outlined above.

Yours faithfully,



Additional Chief Secretary to Govt.

Annexure 'A'

Particulars of Security Deposits to be entered in the iOTMS

Sl. No.	Name of the Division/Irrigation Projects	Divisions/Project Code	Particulars of deposit with reference to Deposit Register	Closing balance as at the end of a particular month

Memo No 925 dt 10-01-13

Copy alongwith the copy of enclosure forwarded to all SAs/PAs under Rural Works Organisation for information and ya.

[Signature]
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for C.R.W.