

GF & AR Part-I

Rule 317: Form of Security and Conditions : The security taken from a Government servant, or a contractor, shall be in one of the following forms or, if so permitted by an authority specified in rule, partly in one and partly in another of such forms subject to the conditions noted against each:-

S.No.	Form	Conditions
(i)	Cash/Bank Draft/Banker's cheque Receipted copy of challan	Government will not pay any interest on any deposit held in the form of cash.
(ii)	Post Office Savings Bank Pass Books	(1) A pass book for a deposit made under the Post Office Savings Bank Rules may be accepted as security provided that the depositor has signed and delivered to the Post Master a letter in the prescribed form as required by those rules and the pass-book hypothecated to the Drawing and Disbursing Officer/Head of Office. (2) The pass book shall be sent to the Post Office as soon as possible after the 15 th June of each Year, so that necessary entries on account of interest may be made in them.
(iii)	National Savings Certificates, Defence Savings Certificates, Kisan Vikas Patras or any other script/instrument under National Savings Schemes for Promotion of Small Savings if the same can be pledged under the relevant rules.	(1) These certificates should be formally transferred to the Drawing and Disbursing Officer/head of Office which has taken the deposit with the sanction of the Head Post Master and shall be accepted at their surrender value at the time of tender. (2) Certificate which are not held in the name of the person furnishing the security shall not be accepted.
(iv)	Fidelity bond from General insurance fund of State Insurance & P.F. department (G.I.S.) Rajasthan, Jaipur.	The Fidelity guarantee cover may be obtained from the general insurance Fund of State Insurance & P.F. Deptt.(G.I.S.), Rajasthan, Jaipur in respect of Govt. Servants, and (a) employee in a commercial or industrial undertakings and statutory bodies, corporations and cooperative institutions of Government. (b) In a department of office in which it is the existing practice to take out such guarantee covers provided that :- (i) In either such guarantee cover is asked for by the employer (office in which Govt .servant whose fidelity is to be guaranteed is employed); and (ii) The premia are paid either from the fund of the such organisations or by the employee himself.

Form of Fidelity Bond:

Subject to any rule or order made by Government in his behalf, the form of the fidelity bond to be executed at the time of furnishing guarantee shall be in the following form :

Fidelity Guarantee Bond

Bond No. Sum Guaranteed	Insurance Stamp worth 0.50 paise	Agency Region Date of Expiry Annual Premium
1	2	3

Whereas.....(hereinafter called the "Servant") is in, or about to be taken into the employment of the Government of Rajasthan (hereinafter called the Insured), in the capacity of..... in the.....Department and has applied to the undermentioned Corpora- tion, (hereinafter called the "Corporation"), to guarantee his honest and faithful accounting for all

moneys, stores, stamps or any other property received by, or entrusted to him while in the service of the Insured.

And whereas the sum of Rupees.....only.....has been paid to the Corporation as the premium in consideration for such guarantee commencing from the.....day of.....and terminating on the..... day of.....

Now, therefore, this agreement witnesses that in consideration of the premium and during the period commencing and terminating as aforesaid and afterwards during each succeeding year from the..... day of each year, in respect of which the Annual Premium as above state shall before, or on the day of..... be paid to the Corporation and the Corporation shall consent to receive the same, the Corporation binds itself to guarantee to the Insured, that the Servant shall, during the subsistence of this agreement, honestly and faithfully account to the insured for all moneys, stores, stamps or any other property which he shall receive or be entrusted with on account of the insured, in his capacity as a..... in the office of the..... or in his capacity as the holder of any other post under the Insured to which he may be transferred from time to time, and the Company guarantees, to the extent hereinafter mentioned, to indemnify the insured against all loss, injury, or damage in such moneys, stores, stamps or other property which the insured may in any way suffer or sustain by any act or acts of default, negligence, oversight, fraud, misconduct or dishonesty of the servant committed during the period for which the aforesaid Premium has been paid by the servant:

Provided that the sum recoverable under this agreement shall in no case exceed Rupees..... Only:

Provided also that the Company reserves the right to insist upon prosecution of the Servant in the event of his dishonesty.

In witness whereof, the undermentioned company by its duly constituted Attorney as mentioned below has subscribed its name.

Dated in.....the day ofOne Thousand Nine Hundred and

Government instructions:

Copy of letter No.F.1(11)-NS/67, dated the 30th June, 1967 from Shri N.S. Rajagopalan, Under Secretary to the Govt. of India, Ministry of Finance (Department of Economic Affairs) addressed to the Finance Secretaries of all the State Government and Chief Secretaries of all State Government and Chief Secretaries of Union Territories of Chandigarh, Himachal Pradesh, Manipur, Tripura, Pondichery, Goa, Daman and Diu, Dadra and Nagar Haveli.

Sub: - Small Savings Scheme – Standardised Agency System – Fidelity Guarantee Policy for appointment of authorised agents.

I am directed to state that the appointing authorities for Agents for the Small Savings Schemes under the Standardised Agency System are authorised to accept Fidelity Guarantee Policies furnished by applicants for an agency in lieu of cash security. A question has arisen whether a fresh policy will be necessary when an agent migrates from one state to another and desire to continue his agency. On migration of an agent from one State to another the area of operation and also the appointing authority change necessitating fresh Agreement to be executed by the Agent to the satisfaction of the Appointing Authority at the new place. In most of such cases, the period of the fidelity Guarantee Policy is not over before an agent migrates from one station to another. A question has, therefore, arisen whether a fresh policy is necessary or the existing policy could be accepted for the unexpired period by the Appointing Authority at the new place.

The Life Insurance Corporation of India who were addressed in the matter have no objection to continuing the same policy even after the area of operation of the Agent changes consequent to his migration to a new station. For this purpose, an intimation regarding change of place and granting of a fresh agency in lieu of previous agency should be given to their Divisional Office concerned to enable them to make an appropriate endorsement on the policy giving effect to the changes. On the expiry of the policy, the renewal may be obtained from the Divisional Office under whose, jurisdictions the Agent's new region falls, All communications in connection with the existing policy will have to be carried on with the Divisional Office which originally issued the policy.

The arrangements suggested by the Life Insurance Corporation have been examined by the Government of India with a view to avoiding inconvenience to agents in claiming refund of premium for the unexpired period of the old policy full premium for a fresh policy, it has been decided by the Government of India that all such Fidelity Guarantee policies may be accepted by the Appointing Authorities after ascertaining from the issuing office of the Life Insurance Corporation the date up to which the policy will be in force and the concurrence of that office to the proposed transfer. The procedure outlined in paragraph 2 above may be followed invariably for this purpose. It is requested that all the Appointing Authorities may kindly be informed accordingly.

- (2) Form of Earnest Money : Earnest Money shall be taken only in Cash, Bank Draft/Banker's Cheque or in the form of receipted challan of bank//Treasury in token of amount having been paid of the Bank/Treasury.

Note: (1) The main stockists of Rajasthan State lotteries Department may render security in form of Bank guarantee as per condition of their agreement.

- (2) The Printer of Rajasthan State Lottery Tickets may render security deposit, 1/3rd in cash and 2/3rd in the form of bank guarantee as per condition of their agreement in the Lottery Department.
- (3) For purchase of Tendu Leave, Security deposit 10% in cash (Bank Drafts) and balance in the form of bank guarantee may be accepted in Forest Department.