

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT
DISPUR

No. BB.261/2014/50

Dated Dispur, the 4th October, 2016

OFFICE MEMORANDUM

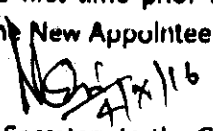
Sub: Observation for Drawal of First Salary from New Treasury where Employees are transferred and posted.

It has come to the notice of the Government that certain employees in Grade-III and Grade-IV of some departments have been resorting to irregularities in drawal of salary after the alleged transfer of their place of posting from one district to another.

2. Secondly, the employees of lower grades, as per Service Rules, are not generally transferable from one district to another and therefore, there is no specific procedure for drawal of salaries of these employees from a different treasury if they are transferred from the existing treasury for which the Finance (SIU) Department issues instruction for drawing first salary.
3. Therefore, Government in Finance Department has considered the matter as per the deliberation in the Meeting of Treasury Officers held on 18th & 19th August, 2016 and recommendations of the Sub-Committee of Officers thereupon, to prescribe a definite procedure so that no irregularities take place in such cases.
4. In view of above, Governor of Assam is pleased to notify the following procedure:
 - (i) On joining of Grade- III/ Grade- IV employee by transfer, the DDO concerned will submit the first pay bill to the new Treasury alongwith the Last Pay Certificate of the incumbent concerned duly signed by the DDO concerned and countersigned by the Treasury Officer where the employee concerned was earlier working.
 - (ii) Every Transfer Order issued by the competent authority and Last Pay Certificate of the incumbent concerned must be addressed to the respective Treasury Officer in whose jurisdiction such employee is transferred to, for recording in the CTMIS/ NPS Module.
 - (iii) The salary bill of the employee concerned should be submitted to the concerned new Treasury alongwith the copy of the first salary release order of Finance (Budget)/ (SIU) Department those who appointed after 28-02-2005.
 - (iv) Copy of the General Provident Fund Balance Sheet issued by the Accountant General Assam or PRAN Card issued by the competent authority should be enclosed with the first salary bill.
 - (v) Copy of the up-to-date Bank Pass Book where the previous salaries of the incumbent concerned were credited should be enclosed with the first pay bill.

This order comes into force with immediate effect and secondly, all existing cases belong to Grade-III and Grade-IV employees who are drawing salary from a different treasury on transfer shall produce the above, namely, LPC issued by the previous DDO duly countersigned by the respective Treasury Officer, New Appointee List, Photocopy of GPF, PRAN Card No. and a copy of up-to-date Bank Pass Book so as to draw their salaries regularly. All concerned DDOs and Treasury Officers shall comply with the same immediately.

However, those employees who were appointed for the first time prior to the system of issuing pay order by Finance (SIU) Department are not required to produce the New Appointee List.


Commissioner & Secretary to the Govt. of Assam
Finance (Budget) Department

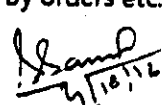
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Copy to:

1. All Administrative Departments.
2. All Heads of Departments.
3. All Treasury Officers.

By orders etc.


Under Secretary to the Govt. of Assam
Finance (Budget) Department