

Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Mahalekha Nyantrak Bhawan
New Delhi

No. 3(2)/A/Cash Remittance/2016/606

Dated.17.11.2016

OFFICE MEMORANDUM

Subject: Salary Advance for the Month of November, 2016 to be paid to Non-Gazetted Employees of Central Government

Reference is invited to the Department of Expenditure, Ministry of Finance O.M. No.25(30)/E.Coord/2016 dated 17.11.2016 on the above subject.

The following may be ensured while disbursing the salary advance:-

1. The proper acquittance and record of receipts as per codal provisions shall be ensured by the DDOs / Head of Offices;
2. Any undischursed Salary Advance may be handled in accordance with Rule 92 (2) of Central Government Account (Receipts & Payments) Rules, 1983; and
3. While closing the daily cash book, the denomination-wise breakup of old series of Specified Bank Notes from other receipts, if any and new series notes should be shown separately.

Soma Roy Burman
17.11.16
(Soma Roy Burman)

Joint Controller General of Accounts

To:

1. All Ministries/ Departments of the Government of India.
2. Deputy C&AG (Shri Prasenjit Mukherjee), Office of the C&AG.
3. Financial Commissioner, Railways.
4. Financial Advisor, Defence Services
5. Controller General of Defence Accounts.
6. All Financial Advisors of Ministries/ Departments of Government of India.
7. All Pr. CCAs/ CCAs/ CAs, Civil Ministries /Departments.
8. Chief General Manager, Central Office, DGBA, Reserve Bank of India, Mumbai.
9. General Managers, (Government Business) of all Accredited Banks.

No. 25(30)/E.Coord/2016
Ministry of Finance
Department of Expenditure

New Delhi the 17th November 2016

OFFICE MEMORANDUM

Subject: Salary advance for the month of November 2016 to be paid to Non-Gazetted employees of Central Government.

In terms of Rule 64 (2) of Central Government Account (Receipt & Payment) Rules, 1983, the President is pleased to release part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) by 23rd November 2016 from the salary for the month of November 2016 in the form of cash pay out to all Non-Gazetted employees of Central Government.

2. Employees, who do not wish to receive the cash pay-out of the part salary advance amounting to Rs. 10,000/- (Rupees ten thousand) may give their option in the enclosed proforma to their respective Drawing & Disbursing Officer by 18th November 2016. In that case, their salary will be credited to their account on the last working day of November 2016, as usual. In case no option is received by the said date, it will be presumed that the employee has opted for cash pay-out and the payment thereof will be disbursed in cash accordingly. Residual part of their salary payable for the month of November 2016 will be released as per the existing procedure.

3. The contents of this Office Memorandum may also be brought to the notice of all the Organisations under the administrative control of the Ministries/Departments.

4. Appropriate necessary instructions on the subject may be issued by respective administrative Ministries/Departments in respect of Autonomous Bodies, Department of Public Enterprises in respect of Public Sector Enterprises, Ministry of Railways and Ministry of Defence in respect of the Services.

Annie G. Mathew

(Annie G. Mathew)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India

- Copy to : (i) Deputy C&AG
- (ii) Financial Commissioner, Ministry of Railways
- (iii) Financial Adviser (Defence Services)

Copy also to:

- (i) Controller General of Accounts – with the request to issue necessary instructions.
- (ii) NIC - with the request to upload the O.M. on the official website.

PROFORMA

(Reference Ministry of Finance, Department of Expenditure O.M.
No. 25(30)/E.Coord/2016 dated the 17th November, 2016)

With reference to the above mentioned Office Memorandum, I hereby give my option to receive/not receive (*strike out, which is not applicable*) part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date :

Signature _____

Name _____

Designation _____

Ministry/Department/Office

To

Drawing & Disbursing Officer
Ministry/Department/Organisation