

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2016/Misc./Pt.File/dcaaudit/10471-502

Dated: 21-11-16

**Sub.: Salary advance for the month of November 2016 to be paid to all non-gazetted employees of the Govt. of NCT of Delhi.**

Please find enclosed herewith the copy of letter No. 3717-3817 dated 21.11.2016 received from the Dy. Controller of Accounts (Tech.), Principal Accounts Office, Govt. of NCT of Delhi on the subject cited above, with the request to bring the contents of the letter to the notice of all Non-gazetted employees of this department working in concerned branches and to ensure that the employees who do not wish to receive the cash pay-out of the part salary advance amounting to Rs. 10,000/- (Rupees ten thousand only) must give their option in the enclosed Proforma to the Cashier, Accounts Section of this department by **23.11.2016, 03.00 P.M. positively**. In case no option is received by the said date/time, it will be presumed that the employee has opted for cash pay-out and the payment thereof will be disbursed in cash accordingly. The recovery of part salary advance of Rs. 10,000/- for the month of November-2016 will be recovered from the concerned employees from the salary of December-2016.

This issues with the prior approval of the Competent Authority.

**Encl.: As above.**

  
**(H.R. NAUGAIN)**  
**DRAWING & DISBURSING OFFICER**  
**TEL. NO. 23392280**

Copy to: -

1. Secretary to Hon'ble Minister (Tourism).
2. OSD to Chief Secretary, Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Sectt. New Delhi.
3. Chairman, Delhi Dialogue Commission, GNCT of Delhi.
4. P.S. to Pr. Secretary (Finance)/P.A. to Spl. Secretary (Finance)
5. PA to COA(Audit)/DCA(Admn.)/DCA(Audit).
6. Joint Secretary Finance (Expenditure/Accounts/Budget)/JD(Small Savings)
7. DSF-I/II/III/IV/V/VI, Finance Department.
8. Dy. Secretary -I & II (Services), Services Department, 7<sup>th</sup> Level, B-Wing, Delhi Sectt. New Delhi.
9. The Addl. Secretary (Vigilance), Dte. of Vigilance, Delhi Sectt. New Delhi.
10. All the Branch Incharges, Directorate of Audit.
11. All the IAOs, Directorate of Audit [Through AAO (Audit)].
- ✓ 12. AAO/Nodal Officer (Website) with the request to place the above instructions on the website of this department for information of all the officials of this department working in diverted capacity in different departments of Govt. of NCT of Delhi.
13. The Cashier, Accounts Branch, Directorate of Audit.
14. Notice Board.
15. Guard file.

21/11/16  
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**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI**

No. 4(11)/2016/T-1/Pr. AO/ 37/7-38/7

Date : 21/11/2016

To

All the Pr. Secretaries/Secretaries/  
Heads of the Departments,  
Govt. of NCT of Delhi,  
Delhi/New Delhi

**Sub : Salary advance for the month of November 2016 to be paid to all non-gazetted employees of the Govt. of NCT of Delhi.**

Sir,

In pursuance to the letter No. 25(30)/E.Coord/2016 dated 17-11-2016 of the Jt. Secretary to the Govt. of India, Ministry of Finance, Department of Expenditure it has been decided to release part salary in advance amounting to Rs. 10,000/- (Ten thousand) for the month of November 2016 in the form of cash to the non-gazetted employees of Govt. of NCT of Delhi on exercising the option by the employees in the prescribed proforma.

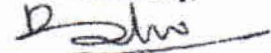
The procedure for disbursement of salary advance as issued by the Jt. Controller General of Accounts, Govt. of India, Ministry of Finance, Department of Expenditure, Office of CGA, New Delhi vide OM No. 3(2)/TA/Cash Remittance/2016/606 dated 17-11-2016 will be followed by the DDOs/HOOs. The salary bill for the month of November 2016 have already been prepared therefore the recovery of part salary advance of Rs. 10,000/- for the month of November 2016 would be recovered from the concerned employees from the salary of December, 2016.

Copies of the letter No. 25(30)/E.Coord/2016 dated 17-11-2016, OM No. 3(2)/TA/Cash Remittance/2016/606 dated 17-11-2016 and OM No. 25(30)/E.Coord/2016 dated 17-11-2016 are enclosed herewith for information and necessary action.

This issues with the approval of the Finance Department, Govt. of NCT of Delhi.

Encl : As above.

Yours faithfully,



(K.V. Babu)

**Dy. Controller of Accounts (Tech.)**

No. 4(11)/2016/T-1/Pr. AO/

Date :

Copy to :

1. PS to the Chief Secretary, Delhi, Delhi Secretariat, I.P. Estate, New Delhi,
2. PS to the Pr. Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. All Pay & Accounts Officers, Pay & Accounts Offices, Govt. of NCT of Delhi, Delhi/New Delhi.

**Dy. Controller of Accounts (Tech.)**

Delhi  
21/11/16

Sr AO (Adm.)

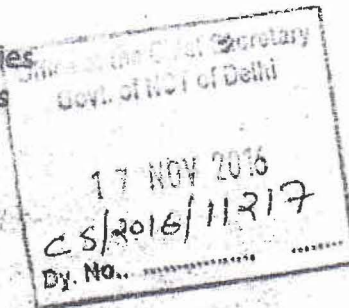
21/11/16  
Sh. Bantresh



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

New Delhi the 17<sup>th</sup> November 2016

1. The Chief Secretaries  
State Governments
2. Administrators  
Union Territories



17/11/16

*P. Sanyal (Hd)*

Sir/Madam

**Subject:** Salary advance for the month of November 2016 to be paid to all Central Government civil employees.

It has been decided to release part salary, in advance, amounting to Rs. 10,000 (Rupees ten thousand) for the month of November 2016 in the form of cash pay out to all Non-Gazetted Central Government civil employees. A copy of the Office Memorandum No. 25(30)/E. Coord/2016 dated 17<sup>th</sup> November 2016 issued by Ministry of Finance is enclosed.

You may consider issuing similar instructions in respect of employees of State Government, State Public Sector Undertakings and

Employees of India has separately been requested to facilitate

Yours faithfully

*Annie G. Mathew*

(Annie G. Mathew)

Joint Secretary to the Government of India

*Immediate*

*P. Sanyal (Hd)*

*Shm*  
17/11/16

*Cp1 -> Dir of Accounts: Pl. process for a formal decision*

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mo/c

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

No. 3(2)/1A/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 undisbursed 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

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.

New Delhi the 17<sup>th</sup> 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 23<sup>rd</sup> 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 18<sup>th</sup> 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 17<sup>th</sup> 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