

Regarding timely  
payment of Pay and  
Allowances

Government of Gujarat  
Finance Department  
Circular No.TJR/102012/275 /Z  
Sachivalaya, Gandhinagar.  
Dated: 17<sup>th</sup> April, 2012

- Read: (1) Finance Department Resolution number TJR/10/2000/365/135(2002)/Z Dt. 18/02/2002  
(2) Finance Department Resolution number TJR /10/2000/365/793(2002)/Z Dt. 28/08/2002  
(3) Finance Department Resolution number APB/102010/590/K Dt.22/03/2010

**CIRCULAR:**

Payment of pay and allowances to State Government Officers/ Employees through Banks by cheque has been implemented by above referred resolutions. Necessary instructions have been given to all the Drawings and Disbursing officers vide GR at (1) above to ensure that timely payment of Pay and Allowances is made to all Officers/Employees by credit to their respective Bank Accounts.

Finance Department is releasing advance Grants on Quarterly basis to facilitate timely payments of Salary and Allowances. However, some Drawing and Disbursing Officers (DDOs) are not submitting pay bills within prescribed time limit. Therefore, Government is receiving representations for delay in payment of Pay and Allowances.

To ensure timely payment of Salary and Allowances to all the officers and employees of the State Government and Grant-in-aid institutions, all the Administrative Departments, Heads of Departments and Drawing and Disbursing Officers (DDOs) are instructed to adhere to the following instructions:

- (1) All Administrative Departments and Grant Controlling Officers are requested to ensure that Grant released by Finance Department is immediately released to concerned Controlling Officers within two days of release of Grant by Finance Department.
- (2) While releasing grants to DDOs, Controlling Officers (HODs) shall ensure that grant that is released for pay and allowance is utilized by DDOs for only that purpose.
- (3) All DDOs should submit the monthly pay bills to concerned Treasury/PAO before 23<sup>rd</sup> day of the month. Reasons for delay in submission will have to be provided in Triplicate along with the pay bill by DDO.

(P.T.O)

(4) The Salary for the Month of March paid in April will be accepted by Treasury without grant, only if this bill is submitted before 31<sup>st</sup> March, in the Treasury/PAO by the DDOs.

(5) District Development Officers will have to ensure timely payment of Pay and Allowances to all Officers/Employees of Panchayat Services including Primary Teachers.

(6) Timely payment of Salary to Grant-in-aid institution employees will have to be ensured by Grant releasing authority and the concerned Department.

By order and in the name of the Governor of Gujarat,

ગાંધી યાત્રા સંઘ



(Shailaja Patel)

Joint Secretary to Government  
Finance Department

૨૭/૩/૧૨  
૩૧/૩  
Hon. V.C.

To,

- \* The Secretary to the Hon'ble Governor, Rajbhavan, Gandhinagar,
- The Principal Secretary to Hon'ble Chief Minister, Gandhinagar.
- The Personal Secretaries to all Hon'ble Ministers/State level Ministers, Parliamentary Secretaries, Sachivalaya, Gandhinagar.
- The Personal Secretary to the Hon'ble Leader of Opposition, Gujarat Vidhansabha, Sachivalaya, G'nagar.
- \* The Secretary, Gujarat Legislative Secretariat, Gandhinagar,
- \* The Secretary, Gujarat Vigilance Commission, Gandhinagar,
- \* The Secretary, Gujarat Civil Service Tribunal, Gandhinagar,
- \* The Secretary, Hon'ble Gujarat High Court, Ahmedabad.
- \* The Secretary, Gujarat Subordinate Staff Selection Board, Gandhinagar.
- \* The Secretary, Gujarat Public Service Commission, Ahmedabad, All Departments of Secretariat/All HoDs/All Head of Offices.
- The Accountant General-I (Audit), Gujarat State, Ahmedabad/Rajkot,
- The Accountant General-II(A&E), Gujarat State, Ahmedabad/Rajkot
- The Director, Accounts & Treasury, Gandhinagar,
- The Examiner, Local Fund Accounts/All Dist. Assistant Examiners, All District Collectors/District Development Officers,
- The Director, Pension & Provident Fund, Gandhinagar,
- The Pension Payment Office, Ahmedabad,
- All District Treasury Officers/Sub Treasury Officers,
- The Pay and Accounts Officer, Gandhinagar/Ahmedabad,
- The Pay and Accounts Officer, SSNNL, Gandhinagar/Vadodara,
- The Resident Audit Officer, Gandhinagar/Ahmedabad,
- All Officers/branches in Finance Department,
- ✓ The System Manager, Finance Department - For placing on the website.
- Select file, Z br., Finance Department.

મુ.નં. સીઆર/સીઆર/૨૪ ૧૨  
તા. ૩૧/૩/૨૦૧૨

By letter.

પ્રતિ,

મુ.નં. સીઆર/સીઆર/૨૪ ૧૨  
તા. ૩૧/૩/૨૦૧૨

NAU/PSVC/File 6) 112

In Date :- ૦૩/૦૫/૧૨

Out Date - ૦૫/૦૫/૧૨

સુનિત / સબ યુનિત તરફ મહા ધવા યા.૩  
ડિસાબી અધિકારી-વહીસાબ નિયામક,  
નવસારી કુલિયુનિવર્સિટી,  
નવસારી.