

No.F.10(16)-FIN(G)/68  
Government of Tripura  
Finance (G) Department

Dated, Agartala, the 21/11/2016.

**MEMORANDUM**

**Sub:- Salary advance for the month of November, 2016 to be paid to the State Govt. employees – Clarifications thereon.**

Finance Department vide Memo of even number dated 19.11.2016 has issued necessary instruction regarding payment of part salary in advance as cash pay-out to the non-gazetted employees of the State Government. However, to prevent any confusion on the procedure, the following points are clarified:-

- (i) DDOs shall submit salary bills to the concerned Treasury / Sub-Treasury by **22<sup>nd</sup> November, 2016**. Treasury Officer/ Sub-Treasury Officer shall, after observing the procedure as per rule, arrange to send the salary bills to concerned Bank branch(s) by **23<sup>rd</sup> November, 2016**. Banks on their part shall take the initiative to clear the salary bills by **23<sup>rd</sup> November, 2016** as per procedure after observing all codal formalities.
- (ii) Simultaneously, concerned non-gazetted employee shall be allowed to submit option as per proforma to the DDO by **22<sup>nd</sup> November, 2016**. Thereafter, DDO shall compile the total amount, for which option for cash payout has been received at his end and shall also arrange for withdrawal of that amount in cash from bank under proper security for cash payment to the concerned employees by **24<sup>th</sup> November, 2016**.
- (iii) The Banks on their side may ensure retention of sufficient cash at their level so that there is no deficiency in the supply side during the commencement of the cash payout mechanism.
- (iv) Proper acquittance and records of receipts and payment as per codal provisions shall be ensured by the DDOs/ Head of Offices.

This is issued in continuation of earlier memo dated 19.11.2016.

  
(N. Darlong)  
Special Secretary to the  
Government of Tripura  
Finance Department

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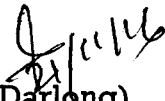
- (i) All Heads of Departments, .....
- (ii) The ....., State Bank of India/ United Bank of India/ UCO Bank/ Canara Bank/ Tripura Gramin Bank/ Tripura State Cooperative Bank.
- (iii) The Treasury Officer/ Sub-Treasury Officer, .....

Copy to:-

- (i) The PS/ PA to all Principal Secretaries/ Secretaries/ Special Secretaries, Govt. of Tripura.

Copy forwarded to:

- (i) The Accountant General, Tripura.
- (ii) The Director, IT Department, Government of Tripura with a request to upload the Memo in the official website of Finance Department.

  
(N. Darlong)  
Special Secretary to the  
Government of Tripura  
Finance Department