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Copy of D.O. letter No. 24488(28)-F. dated 12.5.1973 from
Shri J. Das, I.A.S., Secretary to Government, addressed to Shri
K. Palit, I.A.S., Additional Secretary to Government, P & S
Department.

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As present officers and staff of your Department are sometimes not getting their emoluments on the 1st of the month and this is causing hardship and resentment. It is felt that with a little modification of the present procedure, we can easily ensure payment of pay and allowances to staff and officers of all Departments on the 1st of each month.

2. It has therefore been decided that henceforth all Departments of Government in Secretariat will furnish occupancy statement to Rent Officer of Political and Services Department by the 10th of the month at the latest. The Rent Office of Political and Services Department on receipt of these occupancy statements will prepare Department-wise recovery schedules and send the same to the Accounts Section of Finance Department by the 20th of the month. The Administrative Departments in the meantime should also send absentee statements by the 20th of the month directly to the Accounts Section. On receipt of recovery schedules from Rent Office and absentee statements from the Administrative Departments the Accounts Section of Finance Department would start preparation of bills Department-wise and would complete the same by the 25th of the month. These bills should be presented to the Treasury by the 26th of the month and the Treasury would complete verification of bills by the 28th. On the 29th these bills should be collected back from the Treasury in the morning and would be presented in the Bank by Treasury Sarkar of Finance Department. The Bank authorised would ensure that the bills are paid on the 1st of the month at 10.30 A.M. The Drawing Officers of Accounts Section would collect the cash from the Bank and start disbursement in the cash counter of Accounts Section of Finance Department from 12.30 P.M. The disbursement of cash would continue from cash counters to the officers of different Departments duly authorised for the purpose till 3.00 P.M. The officers receiving cash for further disbursement in their Departments must refund the undisbursed amounts by 7.00 P.M. at the latest on the 1st of the month. On other days the usual Schedule of refunding undisbursed amounts by 4.30 P.M. will be in force.

3. Henceforth the practice of sending a second absentee statement by the concerned Departments to the Accounts Section of Finance Department at the end of each month is dispensed herewith. If any changes are noticed either by the Administrative Departments or by the Rent Office of Political and Services Department, these changes should be incorporated in the absentee statement and recovery schedules of next month.

4. You are requested to kindly note these changes and to bring it to the notice of all concerned in your Department. You are also requested to co-operate with us in following the time schedule so as to prevent hardship to the staff of your Department. If any Department fails to furnish the data within the time schedule prescribed above the pay bills of these Departments cannot be prepared during the last week of a month. In such cases the employees of the Department will have to wait nearly a fortnight for preparation of bills, encashment and disbursement.

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SAP 21/5/73

Copy of
of Finance
Subject:

5. For the month of May, 1973 however Departments may send the occupancy statements to the Rent Officer by the 16th May.

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Government of Orissa
Political and Services Department.

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Memo No. OE/4-37/73-7368(1/73) Gen.,

Dated 18.5.73

Copy forwarded to the Arboriculture Establishment/
Class IV Establishment/ All Branches of Political and Services
Department for information and necessary action.

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O. P. Singh
18.5.73
Superintendent, P & S Department

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