



Finance, Revenue & Expenditure Department,
Government of Sikkim

No.9/Fin/Adm

Dated:15/09/2018

Circular

Subject: Payment of arrear of revised Pay/advance arrears and recoveries.

In pursuance to O.M.No.233/FIN/ADM, Dated: 14/09/2018 and Circular No.8/FIN/ADM, dated:15/09/2018, the following instructions are issued to all Treasury, Pay & Accounts Offices and Drawing and Disbursing Officers for strict compliance.

1. All Drawing and Disbursing Officers must ensure that the bill on account of Advance amount of arrear on Revised Pay 2018 and arrears of Revised Pay for 2018-19 is to be prepared in separate bill and the employee wise detail of advance arrears of revised Pay-2018 and arrears of revised pay for 2018-19 be forwarded in soft copy (excel file) to IT Cell of Finance Revenue & Expenditure Department through E-mail- (sifmshelp@gmail.com) on monthly basis.
2. The Drawing and Disbursing Officers and all officers/officials of Treasury Pay & Accounts Offices should be extra vigilant while preparing and passing the bills on account of arrears of revised pay so that no inadmissible and fraudulent payments are being released by them. In the event of passing of inadmissible and fraudulent payments, the dealing officers/officials shall be held responsible and action shall be initiated against them.
3. The Principal Director, Treasury Pay & Accounts Office shall impart a training to their Officials/Officers regarding the procedure of passing bills on account of Advance amount of Arrear on Revised Pay 2018 and arrears of Revised Pay for 2018-19 and subsequent payments of arrears of Revised Pay through SIFMS. The training shall be conducted within three days from the date of issue of this Circular.
4. The Drawing & Disbursing Officers are required to prepare the Due & Drawn Statement for the period from 01/01/2016 to 31/03/2018 and the amount of Arrears of the aforesaid period shall be divided in three equal instalments. The due & drawn statement for the period from 01/04/2018 to till the time of revision of Pay shall be prepared separately.

5. The PGIPF Division shall forward a list of retired Government employees with Name, Designation, GPF/CPF Account NO/ 14 digit code, Date of retirement, Department under which he/she worked on the date of retirement to the respective Treasury Pay & Accounts Offices in Soft copy as well as certified hard copy. The Pay & Accounts Offices shall refer to the list of retired government employees and accordingly release the amount of Advance Arrear amount of revised pay 2018 duly ascertaining the admissibility as prescribed in Circular No.8/FIN/ADM, dated;15/09/2018.
6. The Recoveries of advance amount of the arrear of Revised Pay shall be adjustable in four equal instalments. The 1st instalment shall be recovered from the arrear bill admissible from 01/04/2018 to the date of revision of Pay and the balance instalments on subsequent financial years as circulated Vide condition No.3 of Circular No. 8/FIN/ADM, dated: 15/09/2018. No other recoveries from the advance amount of the arrears are to be made except Tax Deducted at Source (TDS) and applicable Professional Tax.

Sd/-

(V.B.Pathak)

Principal Secretary

Finance Revenue & Expenditure Department,

Government of Sikkim

FILE NO:10(97)-Budget SIFMS-NIC

Memo No:48-55/Fin/Adm

Dated: 15/09/2018

Copy to:

1. All Head of Departments
2. All Heads of Offices
3. Principal Director, TPAO(HQ)
4. Additional Secretary, SLA
5. CPAO,NW/S/E
6. Chief Accounts Officer/Accounts officer, Transport Department
7. All Drawing & Disbursing Officers
8. Assistant Director, FRED-IT Cell for hoisting in website.
9. File
10. Guard File


Principal Director -Accounts

Finance Revenue & Expenditure Department,

Government of Sikkim