

Government of West Bengal
Finance Department
Audit Branch

No.6454-F(Y)

Dated, 27th August, 2015

MEMORANDUM

Consequent upon introduction of the e-pradan system of payment the dates of disbursement of salary, wages, honorarium, pension, etc., by the Treasury/PAO are rescheduled as follows in supersession of memo. nos. 383-F dt.11.1.2008, 4599-F(Y) dt.24.5.11, 4849-F(Y) dt.27.5.11, and 11214-F(Y) dt.15.12.11.

1. Salary of State Government Employees :

In respect of Drawing and Disbursing officers attached to Treasuries, Kolkata Pay & Accounts Office-I, II & III, and PAO at RC office of the state Government at New Delhi - Salary shall be disbursed to the employees on the last but one working day of the month to which salary relates.

Bills shall be submitted to the PAO/Treasury at least 5 working days before the date of disbursement of salary.

2. Salary out of Grants-in-aid (including salary of non-Government aided educational institutions, municipalities, municipal corporations, panchayat bodies, libraries etc.):

All DDO's -


- i) In case of Grant-in-aid salary drawn by submission of bill without transfer to deposit account -
 - a) Disbursement shall be made to the employees on last working day of the month to which the salary relates;
 - b) where such salary is drawn in lump for payment to the bank account of the grantee institution at first, bill will be submitted to the PAO/Treasury at least 5 working days before date of disbursement; PAO/Treasury will make payment through ECS to the bank account of the grantee institution on the last but one working day of the month to which salary relates.
- ii) In case of Grant-in-aid salary drawn first by submission of bill to PAO's/Treasuries for transfer credit to deposit account, then disbursed by drawal of cheque by the administrator of the deposit account and pay order encasement by PAO/Treasury on the cheque--
 - a) Disbursement shall be made to the employees on last working day of the month to which the salary relates;

- b) Related bill may be submitted to the PAO/Treasury for transfer-credit to the deposit account at least 5 working days before the date of disbursement;
 - c) Cheque may be drawn and submitted to the PAO/Treasury by the administrator of the deposit account for encashment of pay order at least 3 working days before the date of disbursement of salary.
3. **Wages (including work-charged establishment), Honorarium, Stipend and any kind of remuneration falling in categories other than those mentioned above :**
All DDO's- Disbursement shall be made on the 1st working day of the month following the month to which it relates.
4. **Pension – All types of pension shall be disbursed on the 1st working day of the following month.**

In the e-pradan system of payment, mandates shall be given by the PAO/Treasury to RBI for payment on the date of disbursement as scheduled above.

This order shall take immediate effect.

Notwithstanding anything contained in this order Finance Department may issue separate and specific orders for disbursement of salary, wages, honorarium etc., for any particular month, if and when considered necessary.

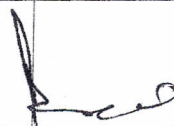

(H.K. Dwivedi)
Principal Secretary to the
Government of West Bengal

No.6454/1(500) -F(Y)

Dated, the 27th August, 2015

Copy forwarded for information and necessary action to :-

01. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West) Kolkata – 700 001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West) Kolkata – 700 001.
03. The Accountant General [Receipts, Works and Local Bodies Audit], West Bengal, C.G.O. Complex, 3rd M.S.O. Buildings, 5th floor, DF Block, Sector-I, Salt Lake, Kolkata-700 064.
04. The Chief Secretary to the Government of West Bengal.
05. The Resident Commissioner, Govt. of West Bengal, A/2, State Emporia Buildings, Baba Khark Singh Marg, New Delhi-11 001.
06. The Additional Chief Secretary / Principal Secretary / Secretary.
07. The Commissioner, _____
08. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Deptt.
09. The Principal Accounts Officer & Ex. Officio Joint Secretary, Finance (Budget) Department. — He is requested to upload this order in the Finance Department website.
10. The _____
_____ Department / Directorate.
11. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Buildings, 4, Lyons Range, Kolkata – 700 001.
12. The Director _____
13. The District Magistrate/Judge, _____
14. The Sub-Divisional Officer, _____
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata – 700 073.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Markat, Sector – III, Salt Lake, Kolkata – 700 091.
18. The Treasury Officer _____
19. The Group / Branch, Finance Department.


CAO & E.O. Joint Secretary to the
Government of West Bengal

