



**GOVERNMENT OF SIKKIM**  
**FINANCE, REVENUE AND EXPENDITURE DEPARTMENT**  
**JEEWAN THEENG MARG, DEVELOPMENT AREA,**  
**GANGTOK - 737101**

No. GOS/Fin/Adm/99-2000/C-071/28

Dated: 11.03.2013

**C I R C U L A R**

Reference may kindly be drawn to Circular No. 1098/CS/SKM/98, dated 3<sup>rd</sup> Aug,1998, 03/Bud/Fin, dated 12<sup>th</sup> April.2001 and various other circulars issued by the State Government regarding timely payment of wages pertaining to Muster Roll Employees.

In order to ensure that wages are paid within the first week of a month along-with the salaries and allowances of fellow regular government servant, It is suggested that the attendance sheet of Muster Roll Worker be closed by 15<sup>th</sup> of each month and bills are processed in respective offices and forwarded to Treasury & Pay & Accounts Office by 20<sup>th</sup> of each month. This procedure shall ensure that payment of Muster Roll workers are released by 1<sup>st</sup> week of the month, if not, on the first day of the month itself.

Sd/-  
COMMISSIONER-CUM-SECRETARY  
FINANCE,REVENUE & EXPENDITURE DEPARTMENT

Memo No. 1324-1328/Fin/Adm

Dated: 11/03/13

Copy to:

- 1) All Heads of Department
- 2) Drawing & Disbursing Officer ( N/E/W/S)
- 3) Director, Treasury & Pay & Accounts Office
- 4) All Officers of Finance, Revenue & Expenditure Department
- 5) Jt. Director (B) for hosting in departmental website
- 6) Guard file
- 7) File

Sd/-  
DIRECTOR OF ACCOUNTS  
FINANCE, REVENUE & EXPENDITURE DEPARTMENT