



GOVERNMENT OF SIKKIM  
FINANCE REVENUE & EXPENDITURE DEPARTMENT  
New Secretariat, Manan Kendra. Gangtok

**URGENT**  
**IMMEDIATE**

No 06/FIN/ADM


Dated 21<sup>st</sup> November 2016

**OFFICE MEMORANDUM**

**Sub:-Payment of Salary and other Personal Payments, through Cheque/Electronically through Bank – instructions regarding.**

In continuation to Circular No 14/Fin/Adm dated 30/03/2016 & No 367 / Fin/ Adm dated 15/06/2016, wherein direction were issued for disbursement of salaries and Wages to all Regular/Work charged /Muster roll Workers in the Government through their Saving / Salary Accounts were issued. The above Circular dated 30/03/2016 further directed all heads of department / offices to initiate action for crediting their salaries and wages to the respective Bank Account opened with a bank having RTGS/ NEFT facilities and the all these procedures were to be completed by 30<sup>th</sup> June 2016.

Now, with the withdrawal of Legal Tender Character of existing Rs.500/- and Rs.1000/- Bank Notes vide Government of India Gazette No 2652 Dated 8<sup>th</sup> November 2016 and various regulations of withdrawal of cash limit from the banking system issued by Reserve bank of India, it is felt necessary to issue following instructions in consultations with the State bank of Sikkim to all concerned in order to minimize any inconvenience to all the Regular/Work charged /Muster roll Workers in the Government for drawal of their salaries, wages and other entitlements **with immediate effect.**

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1. The Treasury and Pay & Accounts office shall not issue any cheque in favour of Drawing & Disbursing officers on account of salaries & Wages and other personal claims of all Regular/Work charged /Muster roll Workers in the Government.
  2. The Drawing and Disbursing officers shall submit to the Treasury and Pay & Accounts Office along with the monthly Salary & Wages bill, a bank wise list containing the detailed information like 1) Name of Government Servant 2) Account No 3) Bank branch name 4) IFSC Code 5) Amount to be credited to their account
  3. The Treasury and Pay & Accounts office shall issue bank-wise Cheques against each voucher to the drawing & disbursing officer.
  4. The drawing & disbursing officers shall ensure the timely deposits of these cheques with details thereof in the respective banks.

5. The State Bank of Sikkim shall make necessary arrangements with the various Banks in the State for clearance of the payment from their account.
6. The process of crediting the amount to the account of the individual must be completed prior to the first day of the month or latest on the next working day if the first day falls on Sunday.
7. The payment of Cheque on account of Travelling Allowances, Medical, increments, POL, GPF and all other types of personal claims shall be made in favour of Managing Director SBS, who shall transfer the amount to the respective bank account of the Government servants based on list supplied by DDO

BY Order.

Sd/-

Principal Secretary  
Finance Revenue & Expenditure Department

Memo No GOS/FIN/ACCTT/A-189/15-16/966-72 DATED November 21, 2016.

Copy to :-

1. All HODs, Government of Sikkim
2. Principal Secretary to HCM, Government of Sikkim
3. Sr. P.S to Chief Secretary
4. Principal Director, TP&AO
5. All CP&AOs
6. All D & DO
7. File & Guard File



Controller of Accounts

Finance Revenue & Expenditure Department