

Memo No.: 536-SSB/16


Date: 23/11/16

ORDER

In terms of para ii) of Finance Department GO no. 5970-F(Y) dated 21/11/2016, advance drawal of part salary/remuneration and payments in cash to all eligible Group- C & D employees of all Non-govt. Educational Institution are to be allowed an amount of Rs. 5,000/- (Rupees Five thousand only). The amount would be paid as part payment from regular salary for the month of December, 2016. Similarly contractual employees under the School Education Department would be allowed to draw an amount of Rs. 2,000/- (Rupees Two thousand only).

In order to implement the order the following activities are to be taken.

- 1) No person acting as DDO will avail any leave between 24<sup>th</sup> to 30<sup>th</sup> November, 2016. (Action: CSE)
- 2) The NIC would be requested to develop a new module for advance drawal of salary for all eligible Primary/Secondary teachers in the existing salary application system. (Action: NIC)
- 3) Bills would be prepared through the system by the concerned official and finalized by the DDO. The DDO would then present the bill to the Treasury/PAO as per prescribed procedure and obtain cheque from Treasury/PAO (Action: DDOs).
- 4) The cheque would be encashed by the DDO for disbursement to the employees. (Action: DDOs)
- 5) The Secretary, DPSC would draw the cash from Bank and disburse through Camps to be arranged at each sub-division HQ for Primary teachers. (Action: DPSC)
- 6) The DDO in respect of Secondary employees would draw cash from respective Banks and disburse in his/her office through HM of Secondary schools. (Action: Secondary DDOs)
- 7) Necessary Police protection would be arranged by the district administration and place, venue of cash disbursement and other details will be informed by the concerned DDO. (Action: DDO & DM/SP)
- 8) The DPSC would arrange vehicle for carrying cash from Bank to Sub division. (Action: DPSC)
- 9) The DI/ADI/AI of sub-division would hire vehicle out of contingency fund for carrying cash from Bank to his/her office. (Action: Secondary DDOs)
- 10) Disbursement of cash will be completed by all DDO(s) within 30/11/2016. (Action: DDOs)
- 11) A copy of notice alongwith format of application form is attached & is available in the School Education Department's website. Application should be made to DDOs within 25/11/2016 by 16.00 hours.

  
23/11/16

Secretary

School Education Department