

**Government of West Bengal
Higher Education Department
Bikash Bhavan, Salt Lake
Kolkata-700091**

No. 99 - Edn (B)/1M-15/2016

Dated, 23rd November, 2016

MEMORANDUM

In Order to provide relief to employees and other personnel engaged by the Universities, Govt. Colleges, Govt. Aided Colleges, Boards and other Statutory Bodies under the Higher Education Department from the hardship faced by them due to non availability of cash money as a result of demonetisation by GOI, the Governor is pleased to allow to draw part salary/remuneration of wages in **advance** against Salary/Wages of December, 2016 and make cash payment to the under mentioned category of employees:

1. This order will apply in respect of the posts equivalent to Group-C and Group-D employees of the State Government.
2. These employees may be allowed an amount of Rs.5000/- (Five thousand) only.
3. DDO will submit Grant-in-aid Salary bill in TR 31 through e-billing as usual and where the salary is paid out of Local Fund/Deposit Account, the Administrator of such Account will draw Self Cheque from the Treasury as the case may be.
4. The personnel engaged following the Government Guideline in equivalent categories of Group-C and Group-D on Work Charge/ Contract/ Casual/ Daily Wages & other similar categories may also be paid in cash an amount of Rs.2000/- (Two thousand) only as advance against their remuneration /Wages etc. for the month of December 2016 provided their average monthly wages / remuneration exceed Rs.2000/-.
5. While drawing the Salary/Wages etc. for the month of December, 2016 a certificate is to be given by the DDO that the Advance drawn under the order have duly been adjusted in that bill.
6. Employees, who wish to receive the cash payout of the Part Salary/Remunerations in advance, may give their option in the given format to their respective DDO by 25th November, 2016. In case no option is received by the said date, it will be presumed that the employees are not willing for cash payout.
7. **The DDOs shall submit the Bill to the Treasuries within 29th November, 2016 and arrange to disburse cash latest by 30th November, 2016. Similarly Administrators should submit the Self Cheque to the Treasury latest by 29th November and arrange to disburse cash latest by 30th November, 2016.**
8. The salary/remuneration for the month of December, 2016 of the willing employees will be drawn and released as per the existing procure after adjusting the part salary/remuneration drawn in terms of this order.
9. The expenditure shall be booked under the Head of Account from where the salary /remuneration are usually drawn by the DDO. The bills of such advance may be drawn in anticipation of allotment where at least one allotment has been received in this Financial Year under the concern Head of Account.
10. This Order is issued in concurrence to Finance Departments Order No.5970-F(Y) Dt.21/11/2016.
11. Accountant General (Accounts and Entitlement), West Bengal and other concerned are being informed.


(Madhumita Roy)
SECRETARY

Higher Education Department

To
The (Head of Office),
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Sub : Application for Part Salary / Remuneration for the month of December, 2016

Sir,

No. 99-Edn(B)/14-15/2016 read with

In terms of G.O. No. 5970-F(Y) Dated 21.11.2016 issued by the Finance Department, Audit Branch, Government of West Bengal, I may be granted Part Salary of Rs. 5,000/- (Rupees five thousand) in cash only from the salary for the month of December, 2016. My Basic and Grade Pay are given below –

Basic Pay - Rs. Grade Pay - Rs.

The part salary is to be adjusted against my total salary due for the month of December, 2016.

Signature of the employees

Name of the employee :

Employee Code / Unique Code :

Designation

Dated, Kolkata,

The 2016

To
The (Head of Office).
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Sub: Application for Part remuneration for the month of December, 2016

Sir,

Nr. 99-Edn(B)/11-15/2016 read with
In terms of G.O. No. 5970-F(Y) Dated 21.11.2016 issued by the Finance Department, Audit Branch, Government of West Bengal, I may be granted Part remuneration of Rs. 2,000/- (Rupees two thousand) in cash only from the remuneration for the month of December, 2016. My remuneration for the month of November, 2016 is Rs.
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The part remuneration is to be adjusted against my total remuneration due for the month of December, 2016.

Signature of the person

Name :

Dated, Kolkata,

The 2016