

Government of National Capital Territory of Delhi
Office of the Labour Commissioner
5, Sham Nath Marg, Delhi-110054.

No.F.Misc/LC/Estt/09/

Dated:

OFFICE MEMORANDUM

Subject: Salary advance for the month of November-2016 to be paid to all Non-Gazetted employees of the Government of NCT of Delhi

Enclosed please find a copy of letter no.F.4(11)/2016/T-1/Pr.AO/3717-3817 dated 21/11/2016 alongwith proforma of option.

The option in respect of non-gazetted employees of your districts/branches who wish to draw Rs. 10,000/- (Rupees Ten thousand) as part salary advance for the month of November, 2016 to be adjusted in salary for the month of December, 2016 may be sent to Administration Branch (HQ) by **24.11.2016 Fore Noon**.

The part salary advance in respect of official who failed to submit required option by the scheduled date and time shall not be drawn.

(NITA SHARMA)
DY. LABOUR COMMISSIONER
ADMN./HEAD OF OFFICE

To

All Non-Gazetted Officials through
All Districts/Branch Incharge
Labour Department, GNCT of Delhi

No.F.Misc/LC/Estt/09/ **2669**

Dated: **23/11/16**

Copy to the following for information and necessary action:

1. DDO, Labour Department, GNCT of Delhi.
- ✓ 2. Sr. System Analyst, EDP Cell, Labour Deptt.- with the request to update the said Office Memorandum on the web-site of this Deptt.


DY. LABOUR COMMISSIONER
ADMN./HEAD OF OFFICE

3886/SP.LC
22/11/16

1396/Accounts
22/11/16

PRINCIPAL ACCOUNTS OFFICE
GOVT. OF NCT OF DELHI
A-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI

No. 4(11)/2016/T-1/Pr. AO/377-3817

Date : 21/11/2016

1563/LC
22/11/16

To
All the Pr. Secretaries/Secretaries/
Heads of the Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi

Sub : Salary advance for the month of November 2016 to be paid to all non-gazetted employees of the Govt. of NCT of Delhi.

Sir,

In pursuance to the letter No. 25(30)/E.Coord/2016 dated 17-11-2016 of the Jt. Secretary to the Govt. of India, Ministry of Finance, Department of Expenditure it has been decided to release part salary in advance amounting to Rs. 10,000/- (Ten thousand) for the month of November 2016 in the form of cash to the non-gazetted employees of Govt. of NCT of Delhi on exercising the option by the employees in the prescribed proforma.

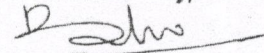
The procedure for disbursement of salary advance as issued by the Jt. Controller General of Accounts, Govt. of India, Ministry of Finance, Department of Expenditure, Office of CGA, New Delhi vide OM No. 3(2)/TA/Cash Remittance/2016/606 dated 17-11-2016 will be followed by the DDOs/HOOs. The salary bill for the month of November 2016 have already been prepared therefore the recovery of part salary advance of Rs. 10,000/- for the month of November 2016 would be recovered from the concerned employees from the salary of December, 2016.

Copies of the letter No. 25(30)/E.Coord/2016 dated 17-11-2016, OM No. 3(2)/TA/Cash Remittance/2016/606 dated 17-11-2016 and OM No. 25(30)/E.Coord/2016 dated 17-11-2016 are enclosed herewith for information and necessary action.

This issues with the approval of the Finance Department, Govt. of NCT of Delhi.

Encl : As above.

Yours faithfully,



(K.V. Babu)

Dy. Controller of Accounts (Tech.)

No. 4(11)/2016/T-1/Pr. AO/

Date :

Copy to :

1. PS to the Chief Secretary, Delhi, Delhi Secretariat, I.P. Estate, New Delhi,
2. PS to the Pr. Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. All Pay & Accounts Officers, Pay & Accounts Offices, Govt. of NCT of Delhi, Delhi/New Delhi.

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Dy. Controller of Accounts (Tech.)

Forwarded to H.O.O for
information and necessary action
to facilitate draw advance to
non gazetted employees.

Sh. Sanjay

23.11.16.

DeA

Necessary direction may

kindly be issued

SP/LC

22/11/16

22/11/16

21/11/16

PROFORMA

(Reference Ministry of Finance, Department of Expenditure O.M.
No. 25(30)/E.Coord/2016 dated the 17th November, 2016)

With reference to the above mentioned Office Memorandum, I hereby give my option to **receive/not receive** (*strike out, which is not applicable*) part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date :

Signature_____

Name_____

Designation_____

Ministry/Department/Office

To

Drawing & Disbursing Officer
Ministry/Department/Organisation

LABOUR COMMISSIONER
ATMA HEAD OF OFFICE