

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVERNMENT OF NCT OF DELHI  
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG  
NEW DELHI-110001

No. F./Accts/Advances/ 331

Dated: 25/11/16

CIRCULAR

Reference letter No. 25(30)/E-Coord/2016 dated 17.11.2016 of Ministry of Finance, Department of Expenditure, Government of India endorsed by Principal accounts office letter no. 4(11)/2016/T-1/Pr. A.O./3717-3817 dated 21.11.2016, all the non-gazetted employee who intent to draw the advance part salary amounting to Rs.10,000/- (Rupees Ten thousand only) for the month of November, 2016 in the form of cash which would be recovered from the salary of December, 2016, may exercise the option in the prescribed format attached herewith.

The duly filled in option form shall be submitted to the concerned DDO by 28.11.2016 positively.

  
ASSTT. ACCOUNTS OFFICER (HQ)

No. F./Accts/Advances/

Dated:

**Copy for information and necessary action to:**

1. All branch incharges for circulation amongst the staff working under their control.
2. P.A. to Director (WCD).
3. All HOOs/D.D.O. concerned for following of instructions given in the said orders available on website.
4. Bill Clerk, Accounts branch (HQ).
5. Guard File.

6. ASSTT. Programme to upload on website.

  
ASSTT. ACCOUNTS OFFICER (HQ)

PROFORMA

(Reference letter No. 25(30)/E-Coord/2016 dated 17.11.2016 of Ministry of Finance, Department of Expenditure, Government of India endorsed by Principal accounts office letter no. 4(11)/2016/T-1/Pr. A.O./3717-3817 dated 21.11.2016)

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 only) for the month of November, 2016 in the form of cash which would be recoverable from the salary of December, 2016

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Branch \_\_\_\_\_

Phone No. \_\_\_\_\_

To

Drawing & Disbursing Officer,  
Department of Women &  
Child Development (HQ),