

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

**M E M O R A N D U M**

**No. : 383-F**

**Dated, Kolkata, the 11<sup>th</sup> January , 2008.**

At present, orders are being issued every month fixing the dates of disbursement of salaries of State Government employees and other categories of employees whose salary / honorarium etc. are paid out of Government exchequer. The Government has now decided to discontinue the practice of issuing separate orders every month and issue the following standing order for payment of salaries etc. to the above mentioned categories of employees.

1. **Salary of State Government Employees**

- i) In respect of Drawing Disbursing Officers attached to Pay & Accounts Office, Kolkata and for those transferred from the Pay & Accounts Office, Kolkata to Bidhannagar Treasury, salary shall be disbursed on the last 2 working days of the month.
- ii) **In the Districts:** Salary shall be disbursed on the last working day of the month and the first day of the following month. If the first two consecutive days of the following month are holidays, then the salary may be disbursed on the last 2 working days of the month to which the salary relates. If the first day of the following month is a holiday, but the second day is a working day, the second date of disbursement of salary etc., shall be the second day of the month following the month to which the salary etc. relates.

2. **Wages, Honorarium, Stipend and any kind of remuneration drawn by submission of bill to the treasury and salary paid out of Local Fund (in case of DPSC, only the staff of District Primary School Councils), PL A/c and Deposit A/c.:**

- i) **In Kolkata-** the last working day of the month to which the salary, wages, remuneration, etc. relates shall be the disbursement day.
- ii) **In Districts -** The first day of the following month shall be the disbursement day. If the first two consecutive days of the following month are holidays, then the salary, wages etc. may be disbursed on the last working day of the month to which they relate. If the first day of the following month is a holiday, but the second day is a working day, the date of disbursement of salary, wages etc. shall be the second day of the month following the month to which they relate.

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3. **Salary of Panchayat Bodies paid out of Grants-in-aid:**

Disbursement shall be made on the first day of the following month. If the first two consecutive days of the following month are holidays, then the salary may be disbursed on the last working day of the month to which they relate. If the first day of the following month is a holiday, but the second day is a working day, the date of disbursement of salary, etc. shall be the second day of the month following the month to which the salary etc., relates.

4. **Salary, Wages of work-charged Establishment and of the Establishment to which provisions under sub-rule 1,2 & 3 of Rule 4.086 of WBTR 2005 are applicable –**

The cheques may be drawn in time to ensure disbursement of salary / wages on the first day of the following month. If the first two consecutive days of the following month are holidays, then the salary may be disbursed on the last working day of the month to which they relate. If the first day of the following month is a holiday, but the second day is a working day, the date of disbursement of salary, etc. shall be the second day of the month following the month to which the salary etc., relates. However, the cheques should not be drawn more than 7 days before the date of disbursement of the salary, wages etc.

5. **Salary of teaching and non-teaching staff of Non-Govt. Aided Educational Institutions including Universities, Colleges, Secondary schools, Junior high schools, Primary schools and Madrasahs, and also of the Establishment under the Director of Library Service, West Bengal paid out of Grant-in-aid –**

The salary shall be disbursed on and from the 4<sup>th</sup> working day of the following month. The disbursement should be completed within 5 days from the 4<sup>th</sup> working day.

6. **The salary cheques for items 1 to 4 above shall be marked “not payable before.....(the date of disbursement of salary, wages etc., to be mentioned)”. The salary cheques for item 5 shall be issued by the Treasury marking “not payable before..... (the 4<sup>th</sup> working day of the month to which the claim relates to be mentioned)”.**

**Henceforth, no separate monthly instruction shall be issued by the Finance Department for disbursement of salary, wages etc.**

In case of establishment where allotment is in shortfall, salary / wages / remuneration bills as well as stipend bills in respect of interneers, house-staff, post-graduate students, trainee nurses of medical colleges and hospital of different natures of Health and Family Welfare Department may be passed in anticipation of allotment of fund.

**This order shall supersede all orders issued earlier by the Finance Department in this respect.**

**Notwithstanding anything contained in this order the Finance Department may issue separate and specific orders for disbursement of salary, wages, honorarium etc. for any particular month, if considered necessary. In absence of such specific orders, the directions contained in these standing orders shall be followed.**

**The above instruction is issued for disbursement of salary, wages etc. for all months other than the month of March. For the month of March separate orders will be issued on each occasion.**

**The term 'Holiday' used in this order includes Saturdays, Sundays, the State Government Holidays, Holidays declared under Negotiable Instrument Act and Half yearly and Yearly Accounts closing days of the Treasury-link Banks.**

**This order shall apply to the payment of salary, wages, remuneration, honorarium etc. related to the month of January, 2008 onwards and remain valid until further orders.**

**Sd/- B. Bandyopadhyay**  
Joint Secretary to the  
Government of West Bengal  
Finance Department.

No.383/1(300)-F

Dated, Kolkata, the 11<sup>th</sup> January , 2008.

Copy forwarded for information and necessary action to :—

1. The Addl. Chief Secretary / Pr. Secretary / Secretary \_\_\_\_\_
2. The Assistant General Manager (PAD), Reserve Bank of India, 15, N.S. Road, Kolkata-700001.
3. The Assistant General Manager (GAD), State Bank of India, Samriddhi Bhawan, Strand Road, Kolkata-700001.
4. The Assistant General Manager (F.S.L.O.), State Bank of India, Samriddhi Bhawan, Strand Road, Kolkata-700001.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,81/2/2, Phears Lane, Kolkata -700012.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
7. The Director of Treasuries & Accounts, West Bengal, New India Assurance Building (2<sup>nd</sup> & 3<sup>rd</sup> Floor), 4, Lyons Range, Kolkata-700001
8. The F.S.L.O., State Bank of India, Samriddhi Bhawan, Strand Road, Kol. -700001.
9. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kol. -700001.
10. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata - 700091.
11. The Accounts Officer, Public Accounts Department, Reserve Bank of India, 15, N.S. Road, Kolkata-700001.
12. The Dist. Magistrate, \_\_\_\_\_
13. The Treasury Officer, \_\_\_\_\_
14. The Sub-Divisional Officer, \_\_\_\_\_
15. The Commissioner, \_\_\_\_\_ Division
16. The Dist. Inspector of Schools (Primary Education), \_\_\_\_\_
17. The Dist. Inspector of Schools (Secondary Education), \_\_\_\_\_
18. The Director of Public Instruction, Bikhas Bhawan, Salt Lake, Kolkata-700091.
19. The Director of Primary Education, Bikhas Bhawan, Salt Lake, Kolkata-700091.
20. The Director of Secondary Education, Bikhas Bhawan, Salt Lake, Kolkata-700091
21. The Joint Secretary, Group-B, Finance Department, Bikash Bhawan, Salt Lake, Kolkata-700091.
22. The Director of Library Services, Govt. of West Bengal, Salt Lake, Kol. -700091

**Sd/-**

Joint Secretary to the  
Government of West Bengal  
Finance Department.