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No. F. 7(15)-E. III(A)/64  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 13th May, 1964.

OFFICE MEMORANDUM

SUBJECT: PROVISIONAL PAYMENT OF PAY - ON PROMOTION/  
TRANSFER TO A NEW POST.

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The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 13(21)-E. III/58 dated the 23rd May, 1958, as modified/ amplified from time to time, and to say that the question of further simplification of the procedure for disbursement of pay and allowances of Gazetted Government servants on promotion/transfer and leave has been examined and the following decisions have been reached:-

- a) When an officer is initially appointed to Government service or when he is transferred/granted leave/returns to duty after leave, etc. a copy of the order of appointment/transfer/leave/resumption of duties should be endorsed simultaneously to the Accountant General concerned by the authority issuing the order. In the case of initial appointment, the order of appointment specifying the terms of appointment should be sent to the Accountant General. Charge reports should be sent by the officer concerned to the Accountant General direct, as laid down in Rule 78 of the G.F.Rs., (1963) and copy of the report should be sent simultaneously to the Treasury Officer and Head of Department or other controlling officer concerned. On receipt of these documents, the Accountant General will issue a pay slip without waiting for a formal notification. Such a pay slip will be final except in cases in which sanction to the post or L.P.C. is not available. The Accountant General will issue provisional pay slip in cases in which sanction to the post is not available at the request of the Head of the Department and in cases in which L.P.C. is not available, at the request of the officer concerned. The provisional payment will be authorised for a period of 3 months in the first instance and may be extended upto 6 months at the further request of the Head of the Department or the officer concerned in the case of absence of L.P.C., though occasions to extend the provisional payment beyond 3 months should be very rare. When sanction for the posts is not available, it will be the responsibility of the Head of Department to ensure that it is issued quickly with retrospective effect to cover the period of provisional payment. As regards Last Pay Certificate, the officer concerned, in his own interest, should obtain it before proceeding on transfer, as enjoined under the rules. In the absence of L.P.C., the officer concerned should furnish to the Accountant General a certificate about the pay and allowances, advances if any,



drawn in the previous post and deductions on account of G.P. Fund, Income-tax, Super-tax, refund of advances etc. The officer would be personally responsible for the correctness of the information which should be furnished by him to the Accountant General in the form prescribed in the Annexure to this Ministry's Office Memorandum No.F.13(21)-E.III/58 dated 23.5.1958.

- b) Subject to the provisions of this Ministry's Office Memorandum No.F.2(55)-Est.III/61 dated the 15th December, 1961, the provisional pay in the case of transfer, if the new post is higher than the previous post, may be the minimum of the scale of the new post plus special pay if any attached thereto or pay last drawn in the previous post, whichever is more favourable to the officer.
- c) The Accountant General will issue leave salary slips on the basis of the orders sanctioning the leave and the report of handing over charge without waiting for a formal notification.
- d) At present the officer cannot draw his duty pay on rejoining duty after the expiry of leave in the absence of a fresh authority from the Accountant General. It has been decided that if the officer concerned returns/ is appointed to the same post from which he proceeded on leave, the pay slip issued for duty pay (before proceeding on leave) will be treated as valid for duty after the leave unless superseded and his pay bills should be passed by the Treasury Officer on receipt of the charge report on resumption of duty.

If the leave has been extended but the leave order/leave salary slip have not been issued, the Head of the office may endorse the charge report to the Treasury officer in such cases specifying therein that the officer has re-joined duty in the same post after leave and that there has been no break in his service. The Treasury officer will then allow drawal of duty pay from the date of resumption of charge on the basis of pay slip issued to the officer for his duty period prior to his leave.

- e) In the case of leave on average pay/earned leave, in partial modification of the procedure laid down in S.R. 207, the administrative authority may calculate the amount of leave on average pay/earned leave admissible to the officer and issue provisional sanction without waiting for the admissibility report from the Audit. Such sanction will be subject to verification by Audit. The latter, on receipt of the sanction will issue the leave salary slip in respect of leave on average pay/earned leave due and for the rest of the period, if any, request the administrative authorities to modify the sanction, if necessary. In either case i.e. where the earned leave sanctioned by the administrative authority is found to be admissible or where the earned leave sanctioned by the administrative authority is not found to be completely admissible and a modified sanction for the period for which the officer is not eligible for earned leave is



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necessary, the Audit officer should report on the title to the leave of the officer immediately on receipt of the provisional sanction, besides issuing the leave salary slip as stated above.

2. In the case of non-Gazetted Government servants the problem of delay in payment is one of administrative control rather than one of procedure. In order to ensure that delay in their cases also is avoided to the maximum extent possible, a monthly report should be put up to the Branch officer by the Establishment Branch reporting cases in which it has taken more than one week after the date of handing over to send the transfer document to the next office.

3. In so far as the staff working in the Indian & Accounts Department are concerned, these orders have been issued in consultation with the Comptroller & Auditor General of India.

*K. S. Ganapati*

(K.S. GANAPATI)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

To

All Ministries of Government of India, etc. etc.

