

**IMMEDIATE**

No.DDO/Misc./15-16-C&A  
Government of India  
Ministry of Statistics & Programme Implementation  
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Sardar Patel Bhawan, Sansad Marg,  
New Delhi, dated : 18<sup>th</sup> November, 2016.

**OFFICE MEMORANDUM**

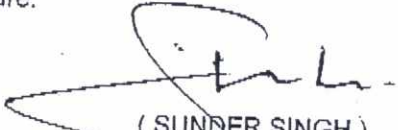
Subject : Salary advance for the month of November, 2016 to be paid to Non-Gazetted employees of Central Government-exercising of option-reg.

The undersigned is directed to refer to the O.M. No.25(30)/E.Coord/2016 dated 17<sup>th</sup> November, 2016 received from Ministry of Finance, Department of Expenditure on the subject cited above.

All the Non-Gazetted employees of the Ministry are requested to exercise the required option in prescribed form (copy enclosed) for drawl of Rs.10,000/- (Rupees ten thousand only) as an advance salary for the month of November, 2016. The option in this regard, duly filled in should be reached to the respective DDOs by the evening today ( 18<sup>th</sup> November, 2016).

In case, no option is received by the said date and time, it will be presumed that the employee has opted for cash pay-out and the payment to the above extent would be disbursed in cash. Residual part of their salary payable for the month of November, 2016 will be released as per existing procedure.

Encl : As above.

  
( SUNDER SINGH )  
Under Secretary to the Govt. of India

To

All the Non-Gazetted employees of the Ministry.

Copy to :-

1. DG(CSO)/DG(NSSO), MoSPI, New Delhi alongwith a copy of O.M. referred to above with a request to advise the DDOs under their control for taking necessary action.
2. DDG(Computer Centre) alongwith a copy of O.M. referred to above with the request to upload on the website of the Ministry.

Dy. No. 45-76 / DDG (CC)  
Date: 18.11.16 / सं.सं. (सं.सं.)  
सा.सं.

  
18/11/16

DD (RPT)

New Delhi the 17<sup>th</sup> November 2016

**OFFICE MEMORANDUM**

**Subject:** Salary advance for the month of November 2016 to be paid to Non-Gazetted employees of Central Government.

In terms of Rule 64 (2) of Central Government Account (Receipt & Payment) Rules, 1983, the President is pleased to release part salary, in advance, amounting to Rs. 10,000/- (Rupees ten thousand) by 23<sup>rd</sup> November 2016 from the salary for the month of November 2016 in the form of cash pay out to all Non-Gazetted employees of Central Government.

2. Employees, who do not wish to receive the cash pay-out of the part salary advance amounting to Rs. 10,000/- (Rupees ten thousand) may give their option in the enclosed proforma to their respective Drawing & Disbursing Officer by 18<sup>th</sup> November 2016. In that case, their salary will be credited to their account on the last working day of November 2016, as usual. In case no option is received by the said date, it will be presumed that the employee has opted for cash pay-out and the payment thereof will be disbursed in cash accordingly. Residual part of their salary payable for the month of November 2016 will be released as per the existing procedure.

3. The contents of this Office Memorandum may also be brought to the notice of all the Organisations under the administrative control of the Ministries/Departments.

4. Appropriate necessary instructions on the subject may be issued by respective administrative Ministries/Departments in respect of Autonomous Bodies, Department of Public Enterprises in respect of Public Sector Enterprises, Ministry of Railways and Ministry of Defence in respect of the Services.

*Annie G. Mathew*

(Annie G. Mathew)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India

Copy to : (i) Deputy C&AG  
(ii) Financial Commissioner, Ministry of Railways  
(iii) Financial Adviser (Defence Services)

Copy also to:

(i) Controller General of Accounts – with the request to issue necessary instructions.  
(ii) NIC - with the request to upload the O.M. on the official website.

PROFORMA

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