

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) ASSAM, MAIDAMGAON, BELTOLA, GUWAHATI-
781029

No. GE-5 / Check list / 2020-21 / 173

Dtd... 15/09/2020

To

2444

The Registrar, Cotton University,
Panbazar, Guwahati-01

18 SEP 2020



Sub: Submission of necessary documents in order to avoid delay in issuing pay slips and other entitlement benefits in r/o the Gazetted Officers of the State Govt.

Sir/Madam,

You are aware of the fact that the O/O the Principal Accountant General (A&E), Assam is responsible for regulating and authorizing pay and allowances of the high dignitaries like Governor of Assam, Chief Justice and other Judges of Gauhati High Court, Chairman and members of the APSC, Speaker/Ministers/Members of the Legislative Assembly, All India Service Officers, Assam State Services Officers and other gazetted officers of the State Govt.

In this connection, I would like to state that this office always try to shoulder its responsibilities with utmost care. It is to be stated that this office normally use to initiate action immediately to authorize pay and allowances, if supporting documents are found to have been annexed with the case. But in some cases maintaining of time schedule go beyond the control of this office, mainly due to non receipt of necessary documents in time. Sometimes this office receives documents in piecemeal manner or without attachment of requisite documents. Correspondence to collect the wanting documents thus leads to unwarranted delays in issuance of pay slips and other claims of the officials.

A **check list** of the essential documents is annexed herewith for your ready reference. Delay in issue of pay slips can be avoided if the following essential documents/details are furnished to the Office of the Principal Accountant General (A&E) Assam, Guwahati promptly.

It is also intimated that creation of a dedicated email for submission of essential documents is under active consideration. The details shall be informed in due course.

I would, therefore, like to request you to kindly look into the matter personally and instruct all the Drawing and Disbursing Officers as well as concerned Officers to furnish all the necessary documents together and promptly to this office so that the pay slips and other entitlement benefit could be issued without any delay.

Yours faithfully

[Handwritten signature]
20/9/2020

[Handwritten signature]
Sr. Deputy Accountant General (GE)

T/K
20/9/2020

CHECK LIST OF DOCUMENTS

Delay in the receipt of pay slips can be avoided if the following essential documents/details are furnished to the Office of the Principal Accountant General (A&E) Assam promptly

(i)

On Appointment:

- Appointment Notification in original.
- Posting Order Notification in original.
- Charge Report in original duly signed and seal with full name.
- HRA Certificate with spouse declaration in prescribed Form.
- Accepted Certificate of Date of Birth.
- Previous Service details along with Service Book.
- Medical fitness certificate in original.
- NPS Declaration/Undertaking.
- Appointment in higher post from lower post, details of pay protection and treatment of first Service from the Government
- Incumbency of the post appointed along with vacant post details.
- NPA in proper format duly forwarded by Joint Director of Health Service in case of Health (A) department.
- Submission of Nomination Form as appropriate.
- Joining report from the DDO in original duly signed seal with full name.

(ii)

On Promotion:

- Promotion Notification in original.
- Posting Order in original.
- Charge Report in original duly signed and seal with full name.
- For AIS:-
AIS Officers nature of the post (i.e if not AIS Cadre post, creation/extension orders of ex cadre post/equivalent certificate as the case may be is required for authorization of regular pay slip.
- Service Statement from Entitlement Cell (if promoted from basic grade).
- Service Book/Service Statement (if promoted from Non Gazetted official along with up to date Leave Account).
- Option Form
- HRA Annexure along with spouse declaration.
- L.P.C
- Incumbency details.
- NPA in respect of Doctors of Health (A) department.
- Relaxation of FR 17(1) in case where required.
- Handing over charge in lower post/release order.

(iii)

On Transfer:

- Govt. Notification of Transfer in original.
- Charge Report signed by both (Handing over, taking over) in original duly signed and seal with full name.
- Joining Time.
- LPC/Statement of Service/Leave Account in case of transfer from Foreign Service/from deputation.
- HRA certificate with spouse declaration.
- Incumbency details.

- Joining Time extension order, if any.

(iv)

On deputation to Foreign Service:

- Terms and condition of Foreign Service.
- Govt. Notification of his deputation to Foreign Service.
- Charge Report in original duly signed and seal with full name.

(v)

On Repatriation from Deputation:

- Govt. Notification of posting & taking over charge report of the post in original duly signed and seal with full name.
- Service Statement/Leave Account from Foreign Employer.
- Last Pay Certificate.
- Latest status of outstanding Leave Salary Contribution and Pension Contribution due from foreign employer.
- Extension of Joining Time order, if any.
- For AIS Officers nature of post where the officer posted if ex cadre retention order.

On Leave:

(vi)

- Leave sanction order of competent authority against LAR issued from this office.
- Verification of leave admissibility in the office.
- Transfer of Charge Reports upon Relief and joining back in original duly signed and seal with full name.
- Regular yearly vacation details of Doctors belongs to Health (B)
- Order related to EOL granted for PG study to be counted for increment or not.

(vii)

On Suspension:

- Order of Suspension.
- Sanction of subsistence allowance decided by the Govt. from time to time.
- Decision of Govt. regarding Head-Quarter.
- Certificate of HRA.
- Non employment certificate from the Govt. Servant for drawal of subsistence allowance may be furnished in terms of FR 53 (2).

(viii)

On Revocation of Suspension/Reinstatement:

- Revocation order in original.
- Posting order in original.
- Taking-over Charge Report in original.
- Decision of Govt. regarding treatment of suspension period in original.

(ix)

Leave Encashment:

- Govt. notification permitting to retire (in case of voluntary retirement).
- Handing-over Charge Report in original duly signed and seal with full name.
- Last Pay Certificate.
- D.C. /N.D.C. in respect of long term advances such as HBA, MMA, MCA and DC/NDC from PWD for Govt. Quarter Rent, Departmental Dues/No dues certificate.
- Sanction order duly signed by FAO in original.
- Sanction order of Leave Encashment duly signed by FAO against LAR issued from this office in original.

(x)

On Extension of Service:

- Govt. Notification of Extension of Service in original.

(xi)

On Re-employment:

- Re-employment order from the appointing authority/department in original.
- Terms and Conditions in original.
- Charge Report in original duly signed and seal with full name.
- Condition of re-employment regarding pay and allowance.
- HRA certificate, if any.
- Non drawal of pension, if any.

(xii)

Others

- **Confirmation of posting after completion of probationary period**
- **Reply for clarification seeking settlement of ambiguous issues and interpretation of specific rule.**