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GOVERNMENT OF NAGALAND  
FINANCE DEPARTMENT  
ESTABLISHMENT BRANCH

NO.FIN/TA/6-9/76

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Di Kohima, the 14<sup>th</sup> October, 2003.

OFFICE MEMORANDUM

There are broadly two categories of State Government employees- viz (i) Gazetted and (ii) Non-Gazetted. While the Salaries of the Non-Gazetted employees are drawn by declared DDO in establishment pay bills, salaries of Gazetted Officers are drawn in two different ways as below :-

- (i) By declared DDO in establishment pay bills without pay slip from Accountant General; (like those Gazetted Officers ) DRDA's etc.
- (ii) By the Gazetted officers themselves on the basis of pay slip issued by Accountant General, Nagaland.

The number of Gazetted Officers under categories (ii) above being very large an equally large number of bills are required to be prepared by the Bill branches and subsequently scrutinised by the Treasury Officers before they are passed for payment. Similarly, Banks also require to scrutinise each of these bills before payment. This often results in heavy rush of bills at the Treasuries and Banks resulting in delay of payments.

To do away with these shortcomings and after careful consideration, the Government of Nagaland is pleased to introduce a uniform pattern for drawal of pay in establishment pay bill as per details below:-

- (i) The Non-Gazetted State Government employees will continue to draw their pay in establishment pay bill as at present.
- (ii) Gazetted employees who draw their salaries in establishment pay bill without pay slip from Accountant General, Nagaland will continue to draw their salary as at present.
- (iii) Gazetted employees who draw their pay in establishment pay bill on the basis of pay slip issued by Accountant General, Nagaland will continue to draw their salary in establishment pay bill as at present. There should, however, be only one DDO for each such establishment.
- (iv) Henceforth, the salaries of Gazetted officers who are now self-drawing officers, will also be drawn in establishment pay bill. For this purpose, the following procedures will have to be followed :-
  - (a) The existing DDO in each office shall be the DDO for drawal of salaries, TA/LTC, medical claim etc. of the hitherto self drawing officers. The DDO shall prepare all such bills of the self drawing officers in similar procedure as is done in case of non-gazetted employees
  - (b) The present system of issuing pay slip by the Office of the Accountant General to the self drawing officers will continue. The self drawing officer shall hand over the pay slip issued by the Accountant General, Nagaland to the DDO along with a statement of all deductions of GPF, GIS, HBA etc. and in turn the DDO will maintain a ledger for indicating above details. For the pay of November, 2003 onwards, a copy of present pay slip with details of deduction should be handed over to the DDO.
  - (c) At present a number of self drawing officers in the Secretariat transfer their salaries to Bank account instead of cash drawal. This system is considered to be convenient for security purposes. The self drawing officer who presently transfer their billed amount to their Bank account will continue to do so in the new procedure. The self drawing officer who presently draw their salary in cash may opt to transfer their billed amount to Bank account. For this purpose, the officer will furnish their Bank account No. to the DDO. Those who do not have a Bank account in the agency Bank of the treasury shall open a Bank account and intimate the same to the DDO.
  - (d) The DDO on receipt of the required information from the self drawing officers will arrange drawal and disbursement of the salary like those of non-gazetted employees.
  - (e) In case of the officers who opt to transfer their salary to Bank account, instead of cash drawal a single advice slip in each bill as per format at Annexure-I should be attached with the pay bill by DDO to facilitate the Bank to credit the amount against respective account.

- (f) Separate bills should be prepared for those who desire to draw by cash and for those who desire to transfer the amount to Bank Account. However, all officers should be asked to open accounts in a phased manner within one year.
- (g) Since accounts under different Heads of account are booked by Accountant General in different sections, the DDO will prepare separate bill for salaries under each Major Head. Further, within the major head of account separate bills will be made for the officers service wise.
- (h) As it is a new procedure adopted by the Government, the Treasury Officers will continue to maintain the Register of Pay of self drawing officers for the time being until further orders.
- (i) (a) The DDO will issue Form 16 under Income Tax duly signed for the year 2003- 2004 instead of the Treasury Officer for self drawing officers too.  
(b) At the end of each financial year, the DDO will give to each officer a statement of draws and deductions.
- (j) All other personal claims like TA/LTC/GPF medical claim, advances etc. shall also be drawn by the declared DDO in the bill form prescribed for non gazetted employees. Provided that the Accounts Officer & DDO shall sign the bill, as claimants, the Self drawing Officers shall continue to be responsible for the correctness of the claim.
- (k) The pay bill of gazetted self drawing officers having two or less such officers in the office, shall be prepared in the same pay bill of non-gazetted staff.
- (l) For GPF, separate schedule is to be submitted to Accountant General if index number of GPF account is different i.e. more than one GPF schedule is to be submitted in a single bill. Office procedures like furnishing of schedule for GIS, other deduction for recovery of loan etc. will be same as those prescribed for non-gazetted employees.
- (m) All LPC's drawn up by the DDO's henceforth, will have to be countersigned by the Treasury Officer.

The above procedure will come into force w.e.f. 1.12.2003 i.e. the salary of November, 2003, will be drawn as per revised procedure, initially in respect of the officers in Nagaland Civil Secretariat ONLY. As for the Directorates and the district offices, further directives will follow.

S/d  
(H.K.Khulu) IAS  
Finance Commissioner

NO.FIN/TA/6-9/76

Dated, Kohima, the 4 October, 2003.

Copy to :-

- 1. The Special Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
- 2. The Principal Secretary to the Hon'ble Chief Minister, Nagaland, Kohima.
- 3. The Accountant General, Nagaland, Kohima
- 4. The P.P.S. to Chief Secretary, Nagaland, Kohima
- 5. All Addl. Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries to the Govt. of Nagaland, Kohima.
- 6. The Chief Electoral Officer, Nagaland, Kohima.
- 7. The Agricultural Production Commissioner, Nagaland, Kohima
- 8. The Resident Commissioner, Nagaland House, New Delhi, Kolkata, Shillong, Guwahati.
- 9. All Deputy Commissioners /Sub-divisional Officers, Nagaland
- 10. All Heads of Depts./ All Heads of Officers.
- 11. All Sr. P S. to Ministers/ Ministers of State, Nagaland, Kohima.
- 12. The P.S. to Speaker/Deputy Speaker, Nagaland Legislative Assembly, Nagaland, Kohima.
- 13. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission, Nagaland, Kohima
- 15. All Treasury Officers. They will please distribute a copy of this O.M. to all DDOs of the Treasury.
- 16. The Publisher, Nagaland Gazette Kohima, Nagaland for publication in the Gazette
- 17. Guard file.

To Offices.  
Copy to  
Bill  
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25/10/03

Receipt No. 208 Date 2/11  
Nagaland Civil Secretariat  
FIN Deptt. Lof Branch  
Nagaland, Kohima.

(K. Ramnganing) 14/10/03  
Deputy Secretary to the Govt. of Nagaland.

-16- -7-  
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OFFICE OF THE SR.DY. ACCOUNTANT GENERAL, (A&E)  
NAGALAND : KOHIMA.

No.GE-I/POLICY/Information Tech./2004-05/

Dated:-

To,

The Principal Secretary to the Govt. of Nagaland,  
Department of Personnel & Administrative Reforms,  
Nagaland, Kohima.

Sub:- Creation of new Department of Information Technology, there  
of.

Sir,

I would like to draw your attention to Govt. of Nagaland  
P & A.R. Department's Notification No.AR-3/GEN-111/2003 dated  
3-11-2003, regarding creation of new Department of Information  
Technology.

In this regard, I regret to inform you that due to short  
age of staff this office would not be able to maintain Service  
records and issue pay slips in favour of the Gazetted officers  
of the new Department. In this connection this office d.o. lett  
er No.GE-I/Misc/Policy/DRDA/97-98 dated 29-9-97 (copy enclosed)  
may also kindly be referred to wherein the Accountant General  
had regretted to a similar proposal relating to DRDA.

In view of above, the State Govt. may like to make requi  
site arrangement and issue instructions for drawal of pay and  
allowances and maintenance of service records of the Gazetted  
Officers of the New-Department.

Yours faithfully,

Sd/

Sr.Dy.Accountant General.

Memo No.GE-I/Policy/Information Tech./04-05/429 dt. 15.7.2004  
Copy to:-

1. The Principal Secretary to the Govt. of Nagaland,  
Department of Information Technology, Kohima.
2. The Project Director, Govt. of Nagaland, Directorat  
of Information Technology, Old Secretariat Complex,  
Nagaland, Kohima, 797001 for information. This is  
with reference to his letter No.DIT/EST-19/2004/44  
12-05-04 and DIT/EST-19/2004/67 dt. 01-06-2004.

*Chunai/Amal*  
*contact finance dept*

*[Signature]*  
Accounts Officer.