

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
(रेलवे बोर्ड) (Railway Board)

No.2016/E(LL)/APW/1.

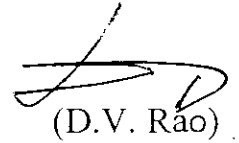
New Delhi, dt. 17.11.2016

The General Managers,  
All Zonal Railways, PUs,  
Metro Railway, RDSO, CTIs

Sub: Salary advance for the month of November, 2016  
to be paid to Non-Gazetted Employees.

A copy of Office Memorandum No.25(30)/E.Coord/2016 dated 17.11.2016 of the Department of Expenditure, Ministry of Finance regarding advance payment of salary for the month of November, 2016 to the Non-Gazetted employees is enclosed for necessary action.

2. For all Units covered under IPAS, CRIS has developed supplementary bill module for this payment and may be utilized. For all other Units, respective pay roll programmes may be used.
3. This issues with the concurrence of Accounts Directorate of the Ministry of Railways.

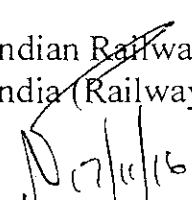


(D.V. Rao)  
Director/Estt. (LL)  
Railway Board

No.2016/E(LL)/APW/1

New Delhi, dt. 17.11.2016.

- (1) FA&CAOs, All Indian Railways
- (2) The Principal Director of Railway Audit, All Indian Railways
- (3) The Dy. Comptroller and Auditor General of India (Railways),  
Room No.224, Rail Bhawan, New Delhi

  
For Financial Commissioner (Railways)

Copy to: (1) Secretary, Railway Board  
(2) GM(Finance), CRIS, Chanakyapuri, New Delhi

No. 25(30)/E.Coord/2016  
Ministry of Finance  
Department of Expenditure

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)

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