

GOVERNMENT OF MANIPUR  
SECRETARIAT : FINANCE DEPARTMENT  
( PAY IMPLEMENTATION CELL )

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OFFICE MEMORANDUM  
Imphal, the 13<sup>th</sup> October, 2011.

Subject :- References relating to release of fund for salaries under CDA in respect of Work-Charged Employees.

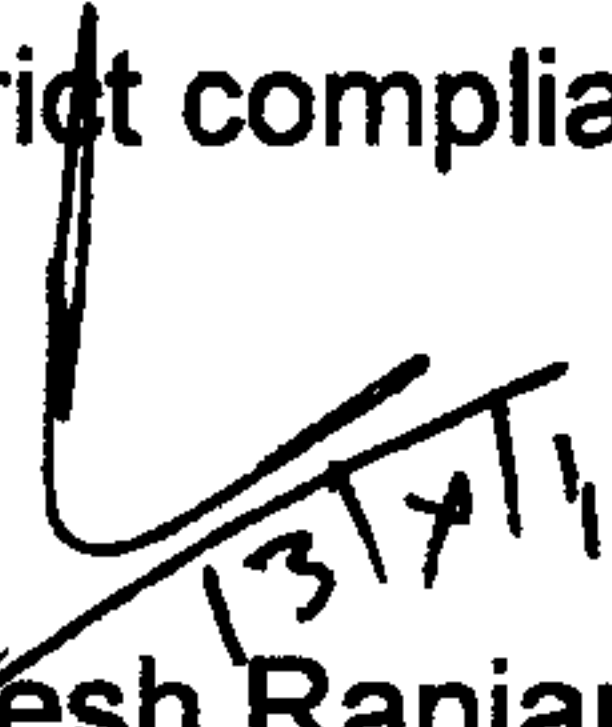
No. 1/24/2010-FD(PIC): References relating to release of fund for salaries under Cheque Drawal Authority (CDA) in respect of employees of work-charged employees have been received from the departments of the Government. It has been observed that many such proposals are found to be incomplete in many respects [viz., pay scales prescribed under ROP, 1999 for the specific post, calculation sheet indicating basic pay, rate of DA & other allowances, period of claim, etc.] resulting in the delay of proposal for release of fund / CDA. Moreover, under rule 2(f) of the Manipur Services (Revised Pay) Rules, 2010, persons / employees whose particulars are not figured in the Computerized Personal Information System [CPIS, formerly MGEL] are not entitled to the said revision.

2. In order to save time, both of Finance Department as well as of the referring departments, it is requested that proposals –

- (a) for release of fund / CDA under ROP, 1999 shall be referred to Finance Department (Resource) along with the following information with supporting documents –
  - (i) calculation sheet indicating pay scales of the post prescribed in the concerned department under ROP, 1999, existing basic pay, rate of DA and other allowances, etc. ;
  - (ii) availability of fund with budget provision ; and
- (b) for grant of revised pay structure under ROP, 2010 shall be referred to Finance Department (PIC) first prior to applying for CPIS and release of fund / CDA by Finance Resource, along with the following information with supporting documents:-
  - (i) name of post, post creation order or any Govt. order authorising such work-charged post for his appointment, particulars of w/c employees indicating their initial appointment to work-charged establishment, date of joining, qualification, date of birth, ;
  - (ii) provisions under the relevant recruitment rules of the post and suitability of the incumbent to the post ;

- (iii) pay scales of the post prescribed in the concerned department under ROPs, 1999 and 2010, basic pay as on 01/01/2006 under ROP, 1999, fixation of pay as on 01/01/2006 under ROP, 2010 and calculation sheet upto the period of the claim; and
- (iv) additional liability and availability of fund with budget provision.

3. Administrative Departments are requested to bring the contents of this OM to the notice of their respective Head(s) of Departments for strict compliance.

  
( Rakesh Ranjan )  
Commissioner (Finance),  
Government of Manipur.

Copy to :-

1. The Secretary to Chief Minister, Manipur.
2. The Staff Officer to Chief Secretary, Government of Manipur.
3. All Administrative Secretaries, Government of Manipur.
4. All Heads of Department, Manipur.
5. The Addl. Secretary (FR), Government of Manipur.
6. The Addl. Secretary (PIC), Government of Manipur.
7. The Director, MIS, Manipur.
8. The System Analyst, Directorate of Information & Technology, Imphal for favour of uploading in the Website.
9. Guard File.