

**GOVERNMENT OF ASSAM
FINANCE (SIU) DEPARTMENT
DISPUR, GUWAHATI-06**

No.FSI.72/2017/PV 17

Dated Dispur the 26th August, 2021

OFFICE MEMORANDUM

Subject:- Simplification of the process of release of regular salary to the newly appointed Government employees.

In order to simplify the process of release of salary to the newly appointed Government employees, the following guidelines are issued in supersession of earlier O.M. No.FSI.71/2017/5 dated 5th December, 2017:

- i. Any new employee joining the State Government will be provided with a Provisional Salary, as admissible, for a maximum period of six months, from the first month of his/ her joining Government service.
- ii. The Heads of Office/ DDOs will submit the First Salary Bills (for provisional salary) only through the online portal *finassam.in* using a separate Bill.
- iii. Immediately on the joining of a new employee, the regular salary proposal will be initiated through the online portal *finassam.in* by the concerned Head of Office/ DDO to the Head of Department for onward submission to the Administrative Department. The proposal will be compulsorily processed and decided (either approved/ rejected) within a maximum period of two months from the date of joining of the new employee.
- iv. Due diligence is to be exercised by the entrusted officials of Administrative Departments, while verifying the essential documents for release of regular salary to the new appointees, as follows:-
 - a. Appointment letter of the incumbent containing the reference of the approval of the Administrative Department to fill up the post.
 - b. Post creation letter/ permanent retention orders.
 - c. Permission to fill up the post by Finance Department in case of Elementary teachers, Drivers, Grade-IV and all newly created Non-Gazetted posts.
 - d. State Level Committee recommendation in case of compassionate appointment.
 - e. Court order in case of appointment in connection with court cases.

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- f. New Pension Scheme Undertaking.
- g. Joining report.
- h. Medical fitness certificate issued by Government medical authority.
- v. Once the Senior Most Secretary of the Administrative Department is fully satisfied that an appointment is genuine vis-a-vis the aforesaid documents, and it has been made against a corresponding vacant sanctioned post, then instruction will be given by the Administrative Department through *finassam.in* portal, directly to the concerned Treasury to release the regular salary.
- vi. The timeline for processing the regular salary proposal at different level is indicated as below:

Processing Levels	Timeline for disposal
DDO to submit the proposal through the <i>finassam.in</i> portal to the HoD, with all is supporting documents.	2 (two) Weeks from the date of Joining of an Employee.
HoD to verify and forward to Administrative Department through the <i>finassam.in</i> portal.	2 (two) weeks from the date of receipt of the proposal from the DDO & Maximum of 1 (one) week for obtaining/ processing queries, if any, during the entire processing cycle.
Administrative Department to verify and communicate instruction to respective treasury through the <i>finassam.in</i> portal	2 (two) weeks from the date of receipt of the proposal from the HoD. & Maximum of 1 (one) week for obtaining/ processing queries, if any, during the entire processing cycle.

This O.M. will come into force with immediate effect.

 26/8/21

(Samir K. Sinha, IAS)
Principal Secretary to the govt. of Assam
Finance Department

Memo No. FSI.72/2017/PV17

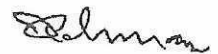
Dated Dispur the 26th August, 2021

Copy to:

1. The Chief Secretary, Assam.
2. The Chairman, Assam Administrative Tribunal, Guwahati

3. All Addl. Chief Secretaries/ Principal Secretaries/Commissioner and Secretaries/Secretaries to the Government of Assam.
4. The Principal Secretary to the Chief Minister, Assam
5. The Resident Commissioner, Government of Assam, New Delhi.
6. The Accountant General (A&E) Assam, Beltola, Guwahati.
7. Commissioner and Secretary to the Governor of Assam.
8. All Commissioner of Division.
9. The Project Director, ASPIRe for enabling necessary features in the *finassam.in* portal, as per provisions of this O.M.
10. All Heads of Department/ Deputy Commissioners/ SDO(C)s/ Treasury Officers/ Principal Secretaries, Karbi Anglong Autonomous Council, Dima Hasao Autonomous Council and Bodoland Territorial Council.
11. Director of Accounts & treasuries, Assam for issue of necessary instructions to Treasury Officers accordingly.
12. All Heads of Offices/ DDOs.
13. All Treasury Officers for compliance.
14. P.S. to all Hon'ble Minister/ Ministers of State, Dispur.

By order etc.,



Secretary to the Govt. of Assam
Finance Department