

GOVERNMENT OF ASSAM  
FINANCE (SIU) DEPARTMENT  
BLOCK-F, 2<sup>nd</sup> FLOOR  
DISPUR, ASSAM - 781 006

NO. FSI . 71/2017/ 5

Dated Dispur the 5<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

**Sub : First Salary proposal Submission- Online Facility and matters thereof**

Ref : No.FSI. 1/2015/Pt/215 dated 3/11/2017

Consequent upon the discussion held during the Departmental Review Meeting taken by the Hon'ble Finance Minister on 31/10/2017 at the Assam Administrative Staff College, Khanapara, with the Addl. Chief Secy's, Principal Secretaries, Secretaries and Heads of Departments, regarding the inordinate delay processing and **Release of First Salary** , it was decided that :

- 1) Any new employee joining the Government Services should be provided with a Provisional Salary, as admissible and as per existing rules for a period of three months from the very first month of his / her joining to the Govt. services.
- 2) It was also decided that each New Employee's First Salary Proposal should be processed at all levels from DDO to Finance (SIU) Department within a maximum period of 3 Months time, unless objected to at any level with valid reasons.
- 3) The Provisional Salary should also be processed for those Employees, whose First Salary Proposal is under process at different levels at the DDO / HoD / Administrative Department / Finance Department, unless there is an Objection Communicated to the respective DDO. To be precise, any employee who is yet to receive his / her First Salary will be eligible for the Provisional Salary for a period of three months starting from December, 2017.
- 4) **From 1<sup>st</sup> of January, 2018 all the proposals for release of First Salary must be submitted and processed through the Online portal of finassam.in only starting from the DDO level to Administrative Department.**
- 5) In between , all the manual files which are already under process or pending at any level (**except at the initiating level**) should reach Finance (SIU) Department latest by 31/12/2017. If the proposal is pending at the initiating level (eg., at DDO level / HoD level) , the proposal must be routed through the online portal of [www.finassam.in](http://www.finassam.in) only w.e.f the issue of this communication.
- 6) All Administrative Department / HoD should not entertain any manual proposals for release of First Salary from the sub-ordinate offices w.e.f 15/12/2017.
- 7) In case the manual files do not reach Finance (SIU) Department by the stipulated date of 31/12/2017 , Finance (SIU) Department will not accept any manual file from 01/01/2018 even from the Administrative Department also.

- 8) The DDOs should submit the First Salary Bills (for Provisional Salary) only through the Online Portal finassam.in, using a Separate Bill.
- 9) Immediately on the joining of a New Employee the first Salary Proposal should be initiated and compulsorily be processed and decided (either approved / rejected at any level) within a **maximum period of 3 Months from the date of joining** of the New Employee.
- 10) The timeline for processing the First Salary Proposal at different level is indicated as below

Process Levels	Timeline
DDO to submit the Proposal through the finassam portal to the HoD, with all supporting Documents	2 Weeks from the Date of Joining of an Employee
HoD to process and forward to Administrative Department	2 Weeks from the Date of receipt of the Proposal from the DDO & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle
Administrative Department to process and forward to Finance (SIU) Department	2 Weeks from the Date of receipt of the Proposal from the HoD & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle
Finance (SIU) Department to process and Issue Orders to Treasury with copy to DDO	2 Weeks from the Date of receipt of the Proposal from the Administrative Department & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle

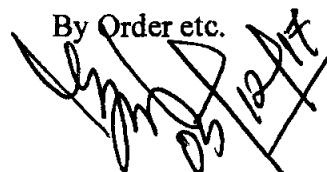
*sdh*  
Secretary to the Govt. of Assam  
Finance Department

Memo No. FSI . 71/2017/5 - A

Dated Dispur the 5<sup>th</sup> December, 2017

1. The Principal Secretary to the Hon'ble Chief Minister, Assam.
2. P.S. to all Hon'ble Ministers / Ministers of State, Assam, Dispur.
3. The Staff Officer to the Chief Secretary to the Govt. of Assam, Dispur.
4. The Chairman, Assam Board of Revenue, Panbazar.
5. The Chairman, Assam Administrative Tribunal, Dispur.
6. The Additional Chief Secretaries to the Govt. of Assam, Dispur.
7. The Accountant General (A&E) Assam, Beltola, Guwahati.
8. All Principal Secretaries / Commissioner & Secretaries / Secretaries to the Govt. of Assam, Dispur.
9. All Heads of Departments / Deputy Commissioners / SDO(C)s / Treasury Officers / Principal Secretaries, Karbi Anglong Autonomous Council, Dima Hasao Autonomous Council and Bodoland Territorial Council.

*Finance (e-Governance)  
Department*

By Order etc.  


Joint Secretary to the Govt. of Assam

*Sava*  
*5/12/17*  
Finance Department