Government of Assam.
Finance (APF) Department :::::::::::::: Audit Branch.

NO.FM. 13/61/8, Dated : Shillong, the 1st June, 1961.

OFFICE MEMORANDUM

Subject :- Arrear claims - sanction to adhoc payment of.

The undersigned is directed to refer to the subject mentioned above and to state that the claims over 6 years which cannot be effective investigated in audit office due to the limited period of preservation of records, are required to be referred to the Finance Department for sanction to adhoc payment.

Since audit is not in a position to verify the accuracy and admissibility in such cases, it is for the administrative authorities and the Finance Department to satisfy themselves in this respects before it is authorised.

The responsibility for this rests mainly with the administrative authorities as they are in the best position to checkup a claim with reference to their records. Finance Department would also however have to satisfy themselves about the accuracy etc. before agreeing to sanction to adhoc payment in such cases.

To facilitate this, the undersigned is directed to request all the Administrative Department that while forwarding such claims to Finance Department full particulars there of may be furnished in the proforma enclosed.

It may please be invariably certified by the administ--rative Departments that the accuracy and admissiblity of the claim has been checked with reference to the corroborative records and that it has not been paid earlier.

In those cases whenever it is not practicable for the administrative department to call for the original or attested copies of the relevant records to verify the accuracy etc. of the arrear claims, it will suffice if the Head of the office concerned, furnished full facts of the case as per enclosed proforma and also a certificate to the effect that the claim has been checked and verified with reference to the corroborative records available in his office and that the same has not been drawn and paid previously.

Sd/-K.L.Ray,
Deputy Secretary to the Govt. of Assam,
Finance Department.

Memo No.FM.13/61/8, dated : Shillong, the 1st June, 1961.

Copy forwarded to All Administrative Departments, Heads of Departments, All Sectt. Departments with the request that while forwarding the proposals of the nautre referred to above to Finance Deptt. they may please check up the arithmetical and admissiblity of the claims on the basis of information furnished in the prescribed proforma below.

2. The Accountant General, Assam with reference to his letter No.TM.16/59/4468, dt. 31.8.60.

By Order etc.,
Sd/-K.L.Ray,
Deputy Secretary to the Govt. of Assam,
Finance Department.

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