

**GOVERNMENT OF TAMIL NADU**

**Finance (CMPC) Department**

**Letter No 92940/CMPC/99-11 Dated : 06-12-1999**

From

Tmt. Girija Vaidyanathan, I.A.S.,  
Special Secretary to Government.

To

All Heads of Department.

Sir,

Sub : Salary - Presentation of salary bills at the Treasuries/Sub-Treasuries well before the end of the month - Instructions - Regarding.

\* \* \*

According to Article 72(a) of the Tamil Nadu Financial Code Volume-I, the salary of Government servants should be disbursed at the last working day of each month. In order to avoid congestion of work at the end of the month, necessary provision has been made under Article 73 of the Tamil Nadu Financial Code Volume-I to the effect that the salary bills should be presented at the Treasuries and the Pay and Accounts Office five days before the last working day of the month to which they relate. Accordingly, the Drawing and Disbursing Officers should present the salary bills of the employees at the Pay and Accounts Office/Treasuries/Sub-Treasuries well in advance so as to enable the Pay and Accounts Office/Treasuries/Sub-Treasuries to scrutinise the bills. The Pay and Accounts Office/Treasuries/Sub-Treasuries should have at least five working days to scrutinise the salary bills before passing for payment.

It has been brought to the notice of the Government that the salary bills of employees are presented at the Treasuries and Sub-Treasuries at the close of the month and in certain cases on the salary payment day itself, without providing time for the Treasuries/Sub-Treasuries to scrutinise the salary bills.

All Heads of Department are requested to issue suitable instructions to all Drawing and Disbursing Officers under their control to present the salary bills at Treasuries/Sub-Treasuries enabling the Treasuries/Sub-Treasuries to have at least five working days to scrutinise the salary bills. For example, if the last working day of the month is 30th, the salary bill should be presented on or before 25th of that month. The Treasuries/Sub-Treasuries will not admit the salary bills presented after the prescribed date.

Yours faithfully,  
(M. Vasanaperumal)  
*for Special Secretary to Government*