

## **ISSUE OF PAY SLIP / AUTHORIZATION FOR SELF DRAWING OFFICERS**

Often clarifications are sought for by the Self Drawing Officers (Grade Pay Rs.7600/- and above) who have been transferred from Chennai to other districts and vice versa on the issue of Pay Slip / Authorizations as different agencies viz., office of the Accountant General, Pay Accounts Office, District Treasury are involved in this exercise. As lack of clarity only leads to delay in disbursing salary, the procedure that is adapted under the following four categories is furnished below for providing necessary guidance.

### **I. WHEN AN OFFICER IS TRANSFERRED WITHIN CHENNAI, MADURAI AND NEW DELHI**

(1) The following documents are required to be sent to P.A.O.

- i) Relief CTC.
- ii) Joining CTC.
- iii) Transfer and posting order.

(2) On receipt of the above documents, fresh pay slip to be issued by the Pay and Accounts Officer.

### **II.WHEN AN OFFICER IS TRANSFERRED FROM CHENNAI CITY, MADURAI, NEW DELHI TO OTHER DISTRICTS**

For the issue of Transfer Document and LPC by Pay and Accounts Officers

(1) The following documents are required to be sent to P.A.O and A.G

- i) Transfer and posting order.
- ii) Relief CTC.
- iii) Joining CTC.

(2) On receipt of the above documents, the following transfer documents will be forwarded to Accountant General by the Pay and Accounts Officer for the issue of Pay Slip.

- i) Statement of service.
- ii) Leave Account.
- iii) L.P.C to officer.

(Pay Bill should be prepared after the receipt of Pay Slip from the A.G)

### **III. WHEN AN OFFICER IS TRANSFERRED FROM OTHER DISTRICTS TO CHENNAI, MADURAI AND NEW DELHI**

(1) The following Documents are required to be sent to P.A.O and A.G.

- i) Relief CTC.
- ii) Joining CTC.
- iii) Transfer & Posting orders.
- iv) LPC prepared by Treasury Officer (in duplicate) / in the case of Self Drawing Officers drawing salary through Sub Treasuries, the LPC prepared by the ATO/STO will be countersigned by the Treasury Officer and forwarded to the officer and the P.A.O.

(2) On receipt of the above documents, the Accountant General will send the following transfer documents to the P.A.O. for the issue of Pay Slip.

- i) Statement of Service
- ii) Leave Account

### **IV. WHEN AN OFFICER IS TRANSFERRED FROM ONE DISTRICT TO ANOTHER DISTRICT (Except Chennai , Madurai & New Delhi) i.e., under the Accountant General's Audit control)**

(1) The following documents are required

- i) Relief CTC. (To be sent to Accountant General and Treasury Officer)
- ii) Joining CTC (To be sent to Accountant General and Treasury Officer)
- iii) Transfer & Posting order.
- iv) LPC prepared by Treasury Officer (in duplicate) / in the case of Self Drawing Officers drawing salary through Sub Treasuries, the LPC prepared by the ATO/STO will be countersigned by the Treasury Officer and forwarded to the officer and the A.G.

(2) On receipt of the above documents fresh pay slip will be issued by the Accountant General.