

**GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(Institutional Finance)**

OFFICE MEMORANDUM
Imphal, the 18th April, 2009

Subject :- Compulsory payment of salaries and other entitlements of State Government employees through Bank accounts.

No.1/95/99-D/IF: In order to take advantage of technological advancement in the field of financial management and to minimize handling of cash by Government offices and Institutions, the Governor of Manipur is pleased to order that the system of drawal and disbursement of pay and allowances, GPF/Medical advances, TA/DA and other allowances and entitlement of employees will be through Bank accounts in respect of all grades of employees of the State Government w.e.f. the drawal of Pay for the month of April, 2009 payable from May 1, 2009 onwards.

For implementation of the above policy efficaciously, all DDOs/Banks and employees are hereby instructed to comply strictly with the procedure laid down below:-

1. All salary transactions and other entitlements of employees for all departments will be conducted only through Bank accounts of the employees.
2. All employees irrespective of their grade and department including contractual employees will open a bank account in the bank branches designated for each District with due regard to the Treasury or Sub-Treasury concerned. Details of the designated bank branches are as given in the Annexure - I to this O.M. If an employee has an existing Bank account compatible with the above arrangement or where advantage of core banking facility can be availed, it will not be necessary to open a new bank account.
3. Each employee will submit the details of his/her bank account, name of bank branch etc. to the concerned DDO on or before 30th April 2009.
4. All DDOs will be allowed to operate their DDO accounts for the time being strictly for salary and transactions pertaining to personal entitlements specified above. No other amount shall be kept in the said DDO account under any circumstances.
5. (i) Salary bills will be drawn in the usual manner but with full particulars of employees' bank details.
(ii) The DDOs will submit the salary bills of their employees to their treasury linked bank branches with statements indicating the bank branches and bank account numbers of the employees.
(iii) Salaries of employees maintaining accounts in the treasury linked branches (or Core banking branches of the treasury bank) will be credited directly by the treasury bank branch. In such cases a pay-in-slip in the format enclosed at

Annexure – II will be attached to the Pay Bill stating the list of employees with their Bank account in the said treasury bank branch (or it core banking branch) and also the DDO account.. [The illustration is of State Bank of India, Paona Bazar as treasury bank but it may be noted that the name of the treasury bank of the DDO shall be used in the actual pay-in-slip].

(iv) The amounts pertaining to salaries of those employees who will be drawing their salaries from banks other than the treasury linked bank branch will be credited into the respective DDOs accounts. The DDO concerned will issue an Account Payee cheque to the concerned bank forwarding the employees drawn on the DDOs account along with the list of employees with their particulars the same day the bills are submitted for passing to the bank. A format is enclosed at Annexure – III.

6. The DDO will furnish a monthly statement of accounts duly certified by the bank to the Director of Treasuries & Accounts within the 5th of the month following the month for which the accounts pertain.
7. No “Self” cheque will be allowed to be drawn by DDO for any type of payment by any of the Bank Branches where DDO accounts are maintained.

-Sd/-


(A. N. Jha)
Principal Secretary (Finance),
Government of Manipur.

Memo No.1/95/99-D/IF

Imphal, the 18th April, 2009.

Copy to :-

1. The Secretary to the Governor, Raj Bhavan, Imphal.
2. The Secretary to Hon'ble Chief Minister, Manipur.
3. The P.S. to the Chief Secretary/Addl. Chief Secretary/ Pr. Secretaries, Govt. of Manipur.
4. The Accountant General, Manipur.
5. All the Commissioners/Secretaries, Govt. of Manipur.
6. All Deputy Commissioners, Manipur
7. All Heads of Departments/Officers/DDOs, Manipur
8. All Branch Managers of Banks in Manipur.
9. All the Treasury Officers/Sub-Treasury Officers, Manipur.
10. Guard File/Order Book.


(H, Deleep Singh)
Director,
Institutional Finance,
Manipur

ANNEXURE – I**(Office Memorandum No.1/95/99-D/IF dated 17.4.2009)**

Sl. No.	Name of District/ Treasuries	Name of Designated Bank Branches
1	<u>Imphal West</u> (i) Imphal Treasury (ii) Lamphel Treasury (iii) Imphal Sub-Try (iv) Moirang Sub-Try <u>Imphal East</u> (i) Imphal East Try.	<ol style="list-style-type: none">1. State Bank of India, Imphal2. SBI, Paona Bazar3. SBI, Imphal Secretariat4. SBI, M.U. Campus, Canchipur5. SBI, Sekmai6. SBI, Porompat7. SBI, Mantripukhri8. UBI, Imphal9. UBI, Paona Bazar10. UBI, RIMS, Lamphelpat11. UBI, Singjamei12. UBI, AT Lines,13. UBI, Mantripukhri14. Axis Bank, Imphal15. Allahabad Bank, Poona Bazar16. Bank of Baroda, Thangal Bazar17. Bank of Baroda, Changangei18. Bank of Baroda, Yurembam19. Central Bank of India, M.G. Avenue20. CBI, Loitangkhunao (Imphal City Branch)21. CBI, Checkon22. Indian Overseas Bank, Allugalli, Imphal23. Punjab National Bank, Imphal24. PNB, Irilbung (based Imphal)25. Punjab & Sind Bank, Imphal26. Punjab & Sind Bank, Dewlahland27. UCO Bank, Imphal28. Vijaya Bank, Imphal29. Manipur Rural Bank, Keishampat30. MRB, Singjamei31. MRB, Kwakeithel32. MRB, Lamphelpat33. MRB, Lamlong34. MRB, Porompat35. Manipur State Co-op Bank Ltd, Imphal36. MSCB Ltd, Porompat

2	<u>Imphal East</u> (ii) Jiribam Treasury	1. United Bank of India, Jiribam
3	<u>Thoubal</u> (i) Thoubal Try	1. State Bank of India, Thoubal 2. United Bank of India, Thoubal
4.	<u>Thoubal</u> (ii) Kakching Sub-Try	1. UBI, Kakching 2. SBI, Kakching
5.	<u>Bishnupur</u> (i) Bishnupur Try	1. UCO Bank, Bishnupur 2. SBI, Bishnupur
6.	<u>Chandel</u> (i) Chandel Try	1. SBI, Chandel
7.	<u>Chandel</u> (ii) Moreh Sub-Try	1. UBI, Moreh
8.	<u>Churachandpur</u> (i) Churachandpur Try	1. UBI, Churachandpur 2. SBI, Churachandpur
9	<u>Senapati</u> (i) Senapati Try	1. SBI, Senapati
10.	<u>Senapati</u> (ii) Kangpokpi Sub – Try	1. SBI, Senapati
11.	<u>Ukhrul</u> (i) Ukhrul Try	1. UBI, Ukhrul

Annexure – II
(Office Memorandum No.1/95/99-D/IF dated 18.4.2009)
(FORMAT PAY – IN – SLIP)

C.O.S. 375

Transfer

STATE BANK OF INDIA
SAVING BANK PAY-IN-SLIP
For cheques, drafts, etc only

Branch:- Poana Bazar

Ledger Folio

Date:

Paid to the State Bank of India for credit of the Saving Bank Account (so of the following on realization as per particulars overleaf.

Sl. No	Name of the Depositor	Account Number	Amount
1.	Shri. ABC	19999888776	Rs. 20,000/-
2.	Smt. XYZ	15544433332	Rs.15,000/-
3.	DDO A/C	01335577999	Rs.2,00,000/-
Grand Total			Rs.2,35,000/-

(Rupees two lakh thirty-five thousand) only

By

.....

Passing Official

Scroll Transfer

Annexure – III
(Office Memorandum No.1/95/99-D/IF dated 18.4.2009)
(FORMAT FOR FORWARDING CHEQUE)

No.1/95/99-D/IF
GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(Institutional Finance)

Imphal, the

To

The Branch Manager,
Vijaya Bank, Imphal

Subject: Crediting of Pay to A/Cs of Employees.

Sir,

Please find enclosed herewith a cheque of SBI, Imphal Secretariat Branch bearing No. dated amounting to Rs. 50,120/- (Rupees Fifty Thousand One Hundred Fifty) only drawn in favour of your bank for crediting of amounts given against the name (s) & A/C No (s) of employees of this Department given below:

Sl. No.	Name of the Employee	A/C No.	Net Amount
1.	Shri. PPP	10022446688	Rs.18,100/-
2.	Smt. YYY	10033557799	Rs.15,010/-
3.	Shri.BBB	10098765432	Rs.17,010/-
Grand Total			Rs.50,120/-

(Rupees Fifty Thousand One Hundred Twenty)

Yours faithfully,

Sd/-

(H. Deleep Singh)
Director,
Institutional Finance,
Government of Manipur