

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No.DAT/B&A/Genl./2021-22/93

Puducherry, dt.11-01-2022.

CIRCULAR

Sub : DAT – B&A- Submission of monthly Pay bills
to DAT, Puducherry in time – Reg.

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11/01/2022

Kind Attention is invited on the subject mentioned above.

2. In the recent past, it is found that some Departments submit the monthly pay bills to DAT even on the previous day or on the pay day thereby causing embarrassment to this Directorate for not crediting the salaries to the employees on the pay date itself.
3. Further, this Directorate has to credit the employees share of NPS contribution alongwith Employers share to the NPS Trust Fund as per their regulation, i.e., by 3rd of succeeding month. Any delay in submission of monthly pay bills results in delay in payment to NPS Trust Fund beyond the stipulated time which cause a serious setback on the part of this Directorate for no fault of this Directorate.
4. Hence, the **Head of Departments may strictly instruct their Drawing and Disbursing Officers** to submit the monthly pay bills at the earliest from the date of opening of PAYSOFT program otherwise submit the pay bills at least by three working days before the pay date, without fail. Any late submission beyond the stipulated time period may result in late credit of salaries to the concerned employees for no fault of their own.
5. The Head of Departments and their concerned Drawing and Disbursing Officers may bestow their personal attention in timely submission of pay bills to this Directorate in future.


(S. PRABHAVADY)
DIRECTOR

To
All Heads of Departments

Copy to :

The Programmer, EDP, DAT, Puducherry – to upload the circular in the
Department website.