

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 31336 /F,
PT1-FIN-TRY-MISC-0002-2020

Dt. 14.11.2025

From

Sanjeeb Kumar Mishra, IAS
Principal Secretary to Government

To

DC-cum-ACS to Government /
Additional Chief Secretary to Government /
Principal Secretary to Government /
Commissioner-cum-Secretary to Government/
Secretary to Government
(All Departments)

Sub: Submission of salary bills in Treasury – regarding

Ref: FD Letter No.29666/F dtd. 24.10.2025

Madam/ Sir,

In continuation to the Finance Department Letter under reference on the subject noted above. I am to say that earlier all Departments were requested to issue instruction to all DDOs to ensure submission of physical copy of salary bills to Treasury, in addition to the current practice of submission of digitally signed salary bill, for processing of salary bill. Further, it was also advised that all Heads of Office would verify the relevant details of the salary bill to ensure its genuineness before drawal of salary for the next month.

2. Meanwhile, salary for the month of October 2025 has already been drawn in most of the cases. Hence, in order to ensure genuineness of the salary already drawn and before drawal of salary of coming month of November 2025, the Head of Office or the officer authorized by him/her, shall record a certificate **(as enclosed at Annexure-A)** on the face of the photo copy of the salary bill **(downloaded from HRMS)** and keep it for official record for verification and audit purpose.

3. It is, therefore, requested to kindly issue necessary instructions to all Heads of Office and DDOs under your administrative control in various directorates, autonomous bodies and other organisations including district and sub-divisional offices to follow the above guideline scrupulously.

Yours faithfully,


Principal Secretary to Government

Memo No. 31337 /F

Date 14.11.2025

Copy forwarded to OSD to Chief Secretary for kind information of Chief Secretary.

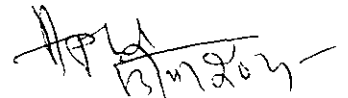

13/11/2025

Joint Secretary to Government

Memo No. 31338 /F

Date 14.11.2025

Copy forwarded to Principal Accountant General (A&E), Odisha / Principal Accountant General (Audit-I), Odisha for kind information and necessary action.


13/11/2025

Joint Secretary to Government

Memo No. 31339 /F

Date 14.11.2025

Copy forwarded to All Revenue Divisional Commissioners / All Collectors / All SPs for kind information and necessary actions.

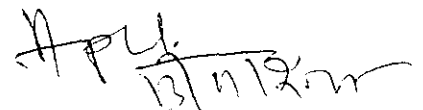

13/11/2025

Joint Secretary to Government

Memo No. 31340 /F

Date 14.11.2025

Copy forwarded to Commissioner, CT & GST, Odisha, Cuttack / Director, Treasuries & Inspection, Odisha, Bhubaneswar / Director, MDRAFM, Bhubaneswar / Controller of Accounts, Odisha, Bhubaneswar / Director Local Fund Audit, Odisha, Bhubaneswar / Registrar, Sales Tax Tribunal, Odisha, Cuttack for kind information and necessary action.

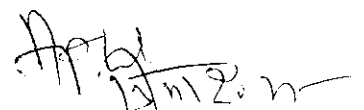

13/11/2025

Joint Secretary to Government

Memo No. 31341 /F,

Date 14.11.2025

Copy forwarded to Executive Director, CMGI (HRMS), Bhubaneswar for kind information and necessary action.


13/11/2025

Joint Secretary to Government

Memo No. 31342 /F

Date 14.11.2025

Copy forwarded to all Treasury Officers / Special Treasury Officers/ Sub-Treasury Officers for information & necessary action.

APL
13/11/2025

Joint Secretary to Government

Memo No. 31343 /F

Date 14.11.2025

Copy forwarded to Joint Secretary. I/c of Small Savings Branch, Finance Department for kind information and necessary action.

APL
13/11/2025

Joint Secretary to Government

Memo No. 31344 /F

Date 14.11.2025

Copy forwarded to DDO-cum-Deputy Secretary, Finance Department for kind information and necessary action.

APL
13/11/2025

Joint Secretary to Government

Memo No. 31345 /F ✓

Date 14.11.2025

Copy forwarded to Sri Tapan Pattnaik, FID for information and necessary action. It is requested to upload this letter in the Treasury section in the Finance Department portal.

APL
13/11/2025

Joint Secretary to Government

24/11/25
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(11)

FID.

CERTIFICATE

I,, Head of Office / Officer authorized by the Head of Office, O/o the, certify to the best of my knowledge and belief that the salary drawn in favour ofnumber of employees of this office for the month of Year is correct and there is no excess drawal in case of any employee.

(Signature in Full)

of the Head of Office / Authorized Officer with stamp

(Full Name and Designation)

Date :

Place :

A. P. S.
13/11/2022