


CENTRAL ACCOUNTS SECTION

OFFICE ORDER

No.:-DSI IDC/CAS/Contract Emp/2014-15/

Dated:-04/03/2015

Some of the employees appointed on direct contract of DSI IDC draw their salaries from Central Accounts Section. Their salaries are released on the basis of Attendance Certificates issued by their respective Controlling Officers. It has been noticed that some employees submit their attendance Certificates quite late which results in late payment of salary to them. Besides, it results into delay in deposit of CPF amount deducted from their salaries with RPFC which in turn causes loss of interest to the employees and taken seriously by RPFC and can lead to penal action against DSI IDC by RPFC. To avoid any awkward situation, all the Controlling Officers of the employees concerned are requested to issue their attendance certificates immediately on the close of month and direct the employees concerned to draw their salaries latest by the 3rd of the following month. It may be noted for strict compliance by all concerned.


(Manoj Kumar Aggarwal)
DAO(CAS) 4/3/2015

To

- 1) All Concerned Officers for timely issuance of Attendance Certificates.
- 2) All concerned employees on direct contract of DSI IDC to draw salary in time.
- 3) DM(IT) for uploading on DSI IDC website.

Copy to:-

- CAO (HQ) for favour of information please.
- DAM(CPF) for favour of information please.