

Rc.No.1709/Accts/2011-12  
Date: 24.01.2012

O/o Secretary APTWREI Society  
GURUKULAM, Hyderabad

**M E M O**

Sub: Gurukulam, Hyderabad - Release of Salaries for the month of January,2012 - Instructions - Issued.

Ref: 1) Procs.Rc.No.1709/Accts/F2/2011-12, Dt:02.11.2011 of the Secretary, Gurukulam, Hyderabad.  
2) Proceedings No.1709/Accts/2011-12, dated 06-01-2012.

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All the Principals/OSDs of Gurukulam institutions are well aware that vide proceedings 1st cited instructions were issued to all the institutions to send the salary proposals from Nov' 2011 onwards in Financial Accounting System (FAS) only, other-wise the Pay & Allowances will not be released. Accordingly till December, 2011 only (70) institutions have generated the Pay Bills in FAS.

Salaries were released to all the Institutions till December, 2011 without prejudice to generation of bills through Financial Accounting System (FAS) in order to avoid inconvenience to the staff of the institutions.

The institutions which have generated March, 2010 bills in April, 2011 and the institutions which have entered pay bill data for (2) months and stopped subsequently in Financial Accounting System (FAS), are informed that the whole incorrect data of the above institutions will be deleted and they have to contact NIC, Hyderabad and enter the data afresh before February 15<sup>th</sup>, 2012 in co-ordination with NIC, Hyderabad and Gurukulam Head Office. Their salaries will be released based on the hard copy / Fax of their proposal for January, 2012.

Further, vide proceedings 2nd cited all the Principals/OSDs were instructed to recover the Income tax as per rules from the staff working under their control and submit the Income tax recovery certificate along with the salary proposals for January'2012 as the Principal being the Drawing and Disbursing Officer is fully responsible for Income Tax recoveries. However, on scrutiny of some of the salary proposals received, Income tax recovery certificate was not appended.

Therefore, the following instructions are reiterated to be followed for sending salary proposals for the month of January, 2012.

- Salary bills should be generated in Financial Accounting System (FAS) and signed proposal also should be sent to this office by 28-01-2012.
- Income tax recovery certificate along with the salary proposals for January' 2012 should be enclosed to the salary proposal in the proforma appended herewith (in fax also) invariably.

Pay and Allowances of the institutions who fail to follow the above instructions for the month of January, 2012 will not be released.

Sd/-  
SECRETARY

To  
All the Principals/OSDs

//f.b.o.//

Deputy Secretary (Accts.)

## CERTIFICATE

Certified that Income Tax recovery as shown in the Salary Bill for the month of January, 2012 for those who come under the purview of Income Tax will be deducted from the concerned Staff salaries payable in the month and the same will be remitted to the Income Tax Department.

Signature of Principal/OSD