



भारतीय रिज़र्व बैंक

Reserve Bank of India

www.rbi.org.in

PAD (KOL) / ADM / 918 / 2016-17

November 25, 2016

All Agency Banks  
undertaking Government Business of Govt. of West Bengal

Dear Sir/Madam,

**Advance Payment of Salary / Remuneration or Wages in Cash to  
Employees and Other Personnel of Govt. of West Bengal**

Please refer to Government of West Bengal's Office Memorandum No. 5970 – F(Y) dated November 21<sup>st</sup>, 2016 on the captioned subject.

2. All the agency banks maintaining accounts of Departments/ Offices/ Undertakings of Government of West Bengal are requested to allow cash withdrawal for aforesaid purpose upon receipt of written request indicating no. of employees who have opted for advance payment of salary / remuneration (sample format annexed) from DDO/ Competent Authority.

3. Cash disbursement may be made from November 28, 2016 onwards.

Yours faithfully,

(Pronobesh Barua)  
Assistant General Manager

Reserve Bank of India, Banking Department (PAD)

2<sup>nd</sup> Floor, 15, N. S. Road, Kolkata- 700 001, India, Tel: (033) 2231 4422, 2230 3597

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"Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers"

To

Date:

The Branch Manager

Branch Name:

Bank Name:

**Sub:** Advance Payment of Salary / Remuneration or Wages in Cash to Employees and Other Personnel of Govt. of West Bengal

In terms of Government of West Bengal's Office Memorandum No. 5970 – F(Y) dated November 21<sup>st</sup>, 2016 on the captioned subject, we hereby enclose the Cheque No. (s)..... of total amount Rs..... for advance Payment of Salary / Remuneration or Wages in Cash to Employees and Other Personnel of Govt. of West Bengal.as per details mentioned below:-

<b>Name of the Office/Department:</b>		
<b>Location:</b>		
<b>Employee Category</b>	<b>No. of Employees</b>	<b>Total Amount (Rs.)</b>
Group-C and Group-D category (Rs. 5000/-)		
Casual / Contractual, Work-charged Employees and the Daily Rated Workers, Civil Voluntaries and other similar categories (Rs. 2000/-)		
Total		

(DDO / Authorized Signatory)