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CORPORATION
OF INDIA

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नई दिल्ली
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New Delhi

१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००९, दूरभाष-२३४९३८७९-२३४९४८७२-२३४९४८८०
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Sub: Release of Salary to the staff and labour due to non-availability of FAP server or any other exigency.

It has been advised by the Headquarters that the salary of staff and labour be released through FAP on the due dates. However the unions have reported that sometimes there is a delay in disbursement of the salary to the staff and labour due to non-availability of FAP server.

2. In this connection, it is stated that the salary of staff and labour be released to them on the due dates. In case of non- availability of FAP server or any other exigency, the staff and labour may be released the salary/MGW on the basis of previous month salary / MGW or the latest available information and the same be entered in FAP as pay advance recoverable in one installment immediately on resumption of the FAP server. The pay advance so released will be deducted by the Payroll Module on preparing the salary for that month.

3. It shall be ensured that the salary is completed in FAP in a time bound manner and the above procedure is followed scrupulously in case of non-availability of FAP server or any other exigency only.



(R.R. Aggarwal)

General Manager (FAP)

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1. CGM (Cost/Fin./A/cs/IA/Funds/CPF)in Headquarters
2. All CGM /GM (F&A)in Zonal Offices
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