

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 32457/F., dated Bhubaneswar the 24th October, 2013
FIN-TRY-MISC-0023/2013

From

**Shri B.K. Das
Special Secretary to Government.**

To

**Principal Secretaries /
Commissioner-cum-Secretaries /
Secretaries / Special Secretaries to Government
of all Departments.**

Sub: ***Facility for recovery of voluntary contribution to CMRF (Chief Minister's Relief Fund) from the monthly salary of Government employees in the wake of severe cyclone & flood through iOTMS***

Sir,

I am directed to say that with a view to facilitating remittance of voluntary contribution of State Government employees to Chief Minister's Relief Fund in the wake of severe cyclonic storm that has caused widespread destruction in Odisha, it has been decided to provide a software facility in integrated Odisha Treasury Management System (iOTMS).

2. The salaries of all State Government employees are presently paid electronically to their bank account through iOTMS. The iOTMS is enabled to provide facility for the employees, who would like to contribute to the Chief Minister's Relief Fund through their DDOs. The procedure of deduction of donation amount to the CMRF from the salary of willing employees is enumerated below:

- (i) The employee willing to donate to CM's Relief Fund will request to the DDO of his/her establishment to deduct the amount to be remitted to CM's Relief Fund in the form in **Annexure-"A"**.
- (ii) The DDO will deduct the desired donated amount from the net receivable salary of the employees indicating the deduction in the outer column of the pay bill. He will prepare a schedule of recovery as indicated in **Annexure-"B"** in duplicate. The original will be attached to the Salary bill and duplicate copy is to be sent to the Joint Secretary (CMRF), General Administration Department, Odisha Secretariat, Bhubaneswar along with the Payment Confirmation Status as in **Annexure-"C"** after receipt of the same from the DDO interface of iOTMS.
- (iii) The DDO, while preparing the beneficiaries list for submission of salary bills will enter the bank details of CMRF, i.e. **SBI Account No. 33378452680 IFSC: SBIN 0006606** in the prescribed beneficiary list in the template available in

iOTMS indicating the total amount to be transferred to that account from the bills to be submitted to the concerned Treasury.

- (iv) After processing and approval of the salary claims in the Treasury, the amount to be credited from each bill will be advised by the CePC to the PAD, RBI, Bhubaneswar in the usual manner.
- (v) The PAD, RBI, Bhubaneswar will credit the amount in the CMRF's account through RECS. The amount so credited to the CMRF will also be confirmed through the DDO's interface.
- (vi) The DDO while issuing Tax deduction at source to the employees in Form-16 include their contribution made to CMRF from Salary bill as deduction from Gross Total income admissible under Section 80G of the Indian Income Tax Act, 1961.

You are, therefore, requested to instruct the DDOs under your control to sensitize the employees working under them to take the benefit of the facility available in iOTMS for making contribution to CMRF.

Yours faithfully,


Special Secretary to Government

Memo No. 32458⁽²⁾ /F., dated 24th October, 2013

Copy along with enclosures forwarded to Secretary to Hon'ble Governor / Secretary, Odisha Legislative Assembly for favour of information.

24.10.2013
Joint Secretary to Government

Memo No. 32459 /F., dated 24th October, 2013

Copy along with enclosures forwarded to Private Secretary to Hon'ble Chief Minister / Cabinet Ministers / Ministers of State for favour of information.

24.10.2013
Joint Secretary to Government

Memo No. 32460 /F., dated 24th October, 2013

Copy along with enclosures forwarded to Principal Private Secretary to Chief Secretary / Private Secretary to Development Commissioner-cum-ACS / Private Secretary to Additional Chief Secretary (Finance) / Private Secretary to Additional Chief Secretary, Revenue & D M Department for kind information Chief Secretary / Development Commissioner-cum-ACS / Additional Chief Secretary (Finance) / Additional Chief Secretary, Revenue & D M Department respectively.

24.10.2013
Joint Secretary to Government

Memo No. 32461 /F., dated 24th October, 2013

Copy along with enclosures forwarded to Private Secretary to Additional Chief Secretary to Chief Minister for kind information of Additional Chief Secretary.

24.10.2013
Joint Secretary to Government

Memo No. 32462 /F., dated 24th October, 2013

Copy along with enclosures forwarded to all Heads of Department / All RDCs / All Collectors for kind information and necessary action.

24.10.2013
Joint Secretary to Government

Memo No. 32463 /F., dated 24th October, 2013

Copy along with enclosures forwarded to the Director of Treasuries and Inspection Odisha for kind information and necessary action.

24.10.2013
Joint Secretary to Government

Annexure-"A"

To

**The Drawing & Disbursing Officer,
O/o _____**
_____Sub: ***Contribution to CMRF by way of recovery from monthly salary bill for***
_____.**Sir / Madam,**

I am to request you to kindly effect recovery of ₹ _____ from my salary for the month of _____, _____ and remit the amount electronically to CMRF under the e-disbursement procedure of iOTMS.

Yours faithfully,

Name :

Designation :

**Recovery Schedule for voluntary contribution to CMRF from
monthly salary for the month of _____ of employees**

Sl. No.	Name of the Employee	Designation	Gross Salary for the month	Amount of voluntary contribution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
Total : (in Figure)					
Total (in words) :					

Date : dd/mm/yyyy

Signature

Designation

Seal of the DDO

Annexure-C

Office of the _____

From

_____**(Name & Designation of D.D.O.)**

To

**The Joint Secretary (CMRF),
General Administration Department
Government of Odisha
Secretariat,
Bhubaneswar. - 751001**Sub:- ***Voluntary contribution to CMRF recovered from the monthly salary
of Government employees***

Madam/Sir,

I am to inform you that an amount of ₹ _____ has been credited to your Bank Account No. _____ vide R.B.I. ECS Sequence No. _____ on _____ (Date) for the purpose indicated above. The particulars of recovery from each employee is available in the enclosed schedule.

The receipt of the amount may kindly be acknowledged.

Yours faithfully,

**Signature
& Designation of the DDO**