

- 8) The DDOs should submit the First Salary Bills (for Provisional Salary) only through the Online Portal finassam.in, using a Separate Bill.
- 9) Immediately on the joining of a New Employee the first Salary Proposal should be initiated and compulsorily be processed and decided (either approved / rejected at any level) within a **maximum period of 3 Months from the date of joining** of the New Employee.
- 10) The timeline for processing the First Salary Proposal at different level is indicated as below

Process Levels	Timeline
DDO to submit the Proposal through the finassam portal to the HoD, with all supporting Documents	2 Weeks from the Date of Joining of an Employee
HoD to process and forward to Administrative Department	2 Weeks from the Date of receipt of the Proposal from the DDO & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle
Administrative Department to process and forward to Finance (SIU) Department	2 Weeks from the Date of receipt of the Proposal from the HoD & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle
Finance (SIU) Department to process and Issue Orders to Treasury with copy to DDO	2 Weeks from the Date of receipt of the Proposal from the Administrative Department & Maximum of 1 Week for Obtaining / Processing Queries if any during the entire processing cycle

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Secretary to the Govt. of Assam
Finance Department