

**Government of Jammu and Kashmir,**  
**Directorate of Urban Local Bodies, Jammu**

(Near Railhead Complex Opposite Petrol Pump, Jammu.)

(Ph/Fax: 0191-2470050)

(Mail ID: [dlbjammu@gmail.com](mailto:dlbjammu@gmail.com))

(Website: [www.ulbjammu.org](http://www.ulbjammu.org))

**Subject:-Timely release of salary / wages in favour of officer/ officials/ CPWs.**

**Circular**

Whereas, it has been come into the notice of undersigned that P&AOs posted in ULBs at district headquarters are not disbursing salary timely to permanent employees and CPWs;

Whereas, the officials of different ULBs has time and again approached to this directorate for redressal of their genuine grievance regarding disbarment of their salary/ wages timely;

Whereas, it has been observed that despite timely release of salary to ULBs, officers/ officials / CPWs are suffering unnecessary without their fault;

Whereas, it has also been come into the notice of undersigned that few P&AOs are not maintaining their salary record properly;

Therefore, all the Pay & Account Officers are hereby directed to ensure timely disbursement of salary/ wages to officers/ officials/ CPWs by or before 5<sup>th</sup> of every month and maintain salary/ wages record properly, non-compliance of instructions if any found, disciplinary action shall be recommended against the erring P&AO to higher authorities.

**No:-DULBJ/2023/2869-70**

**Dated:- 24.8.2023**

  
**Director**  
**Urban Local Bodies**  
**Jammu**

**Copy to the:-**

1. Accounts Officer, Urban Local Bodies, Jammu for information and similar necessary action.
2. Pay & Account Officers, Municipal Council/ Committee \_\_\_\_\_ for information and compliance.
3. Office order file.