GOVERNMENT OF TELANGANA

FINANCE (HRM.VII) DEPARTMENT

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Circular Memo No.363868158-A/923/HRM.VII/2026, dated: 09.06.2026

Sub: Establishment – Timely payment of salaries to all categories of employees working in Government, Grant-in-Aid, Corporations, Universities, Societies and other entities under State Government – Instructions for ensuring timely disbursement – Issued

Ref:
1. G.O.Ms.No.90, Finance (TFR) Department, dated: 31.1.2002.
2. G.O.Rt.No.4271, Finance (SMPC) Department, dated:01.11.2008.
3. G.O.Ms.No.13, Finance (HRM.I) Department, dated:01.07.2014.
4. G.O.Ms.No.14, Finance (HRM.I) Department, dated:19.02.2016.
5. G.O.Ms.No.51, Finance (HRM.IV) Department, dated:11.06.2021.
6. G.O.Ms.No.60, Finance (HRM.VII) Department, dated:11.06.2021.
7. G.O.Ms.No.63, Finance (HRM.I) Department, dated:15.06.2021.
8. U.O.Note No.1199876-A/716/A1/HRM.VII/2021, dated: 18.8.2021.

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As it is known, the decision of Government that salaries for all categories of employees (Regular, contract, outsourcing or any other category) shall be distributed on 1st of every month for the preceding month.

02. As per decision of Government, every month salaries for all categories of employees is being released on 1st of every month.

03. However, there are certain cases, the salaries are getting disbursed during the later part of the month, due to various reasons such as delayed submission of pay bills, non-adherence to prescribed timelines relating to attendance, scrutiny, audit and authorization of bills, and other procedural delays, thereby causing hardship to the employees/personnel concerned.

04. During a review meeting, the Hon'ble Chief Minister viewed the matter seriously and instructed that all necessary measures shall be taken to ensure payment of salaries to regular employees and remuneration to all personnel engaged on contract, outsourcing and honorarium basis without any delay. The Hon'ble Chief Minister further directed that responsibility shall be fixed and appropriate action initiated against the officers concerned in cases of failure to ensure timely payment of salaries and remuneration.

05. Accordingly, Government hereby issue the following instructions for strict compliance by all concerned;

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a) Attendance for the purpose of drawal of salaries and remuneration shall be reckoned on par with salaries under Head of Account "010-Salaries", i.e., from the 21st day of the previous month to the 20th day of the current month.

b) All salary and remuneration bills shall be prepared and submitted to the concerned Treasury/Pay and Accounts/Accounts Wing, on or before the 25th day of every month.

c) The Treasury/Pay and Accounts Office/Accounts Wing authorities shall complete scrutiny, audit and authorization of all salary and remuneration bills by the last working day of the month so as to facilitate timely credit of salaries and remuneration to the bank accounts of the employees/personnel concerned.

d) All Drawing and Disbursing Officers shall ensure that adequate budget provision is available and that all required administrative, financial and procedural formalities are completed well in advance so as to avoid any delay in payment.

e) The Heads of Departments and Heads of Offices shall closely monitor the submission and processing of salary and remuneration bills and take necessary measures to ensure timely disbursement.

06. All Government Departments, Heads of Departments, Grant-in-Aid Institutions, Universities, Corporations, Societies and other Government entities shall strictly adhere to these instructions. Any delay in the payment of salaries or remuneration attributable to administrative lapses shall be viewed seriously, and responsibility shall be fixed on the concerned Head of Department and Drawing and Disbursing Officer. Appropriate disciplinary action shall be initiated against the officers responsible for such lapses.

07. All Secretariat Departments shall ensure strict compliance with these instructions and closely monitor their implementation by the institutions and organizations under their administrative control.

08. In case of any difficulty in the processing of salary or remuneration bills or any budget issue, the Heads of Departments and Secretaries to Government of the concerned Administrative Departments may take up the matter personally with Dr.Gaurav Uppal, IAS, Secretary to Government, Finance Department, or Principal Finance Secretary, well in time, for resolution.

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09. Dr.Gaurav Uppal, IAS., shall coordinate with all department to ensure that instructions are implemented without deviations and take every necessary action to ensure that every category of employee gets Salary/ Remuneration on 1st of every month.

SANDEEP KUMAR SULTANIA,
PRINCIPAL SECRETARY TO GOVERNMENT

To,
All Departments of Secretariat, Telangana, Hyderabad.
The Registrar General, High Court for the State of Telangana, Hyderabad.
The Director of Treasuries and Accounts, Telangana, Hyderabad.
The Director of Works and Accounts, Telangana, Hyderabad.
The Director of State Audit, Telangana, Hyderabad.
The Pay and Accounts Officer, Telangana, Hyderabad.

Copy to;
P.S. to Hon'ble Dy. Chief Minister for Finance, Planning & Energy,
Government of Telangana, Hyderabad.
PS to Chief Secretary, Government of Telangana, Hyderabad.
P.S. to Prl. Secretary to Hon'ble Chief Minister,
Government of Telangana, Hyderabad.
P.S. to Prl. Finance Secretary/ Secretary(GU) / Spl. Secretary (SP/RR)
All the Desk Officers, Finance Department,
Dr.B.R.Ambedkar Telangana Secretariat, Hyderabad.
SF/SCs.

//forwarded by order//

SECTION OFFICER

OFFICE OF THE SESSIONS JUDGE : HYDERABAD
CELLAR, RED HILLS, NAMPALLY, HYDERABAD-04
(hyd.msj-ts@indiancourts.nic.in, msjcourt@gmail.com), telephone No.040 23442467, 69.

Dis.No.3401 /SJ/ACCTS/HYD/2026 DT.20-06-2026.

"COMMUNICATED" with a direction to follow the circular memo No.363868158-A/923/HRM-VII/2026, dt 09-06-2026 of Government of Telangana and to submit the bills under various heads as per the dates mentioned in the circular, without fail.

FAC. SESSIONS JUDGE
HYDERABAD.

Sessions Judge
Hyderabad

TO:
All the Judicial Officers in the unit of Sessions Judge, Hyderabad.

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