

About Gazetted Entitlement Function

The Pay and allowances admissible to a Gazetted Officers of the Meghalaya is regulated/ authorized through a Pay slip issued by the Accountant's Office in accordance with the rules and regulations of (Govt. of Meghalaya) FR & SR; ROP (s); condition of service/services rules of respective Department issued by the Government of Meghalaya from time to time.

Maintain the entitlement records of:

- All India Service officers of the Assam and Meghalaya cadre (Basically records of Officers posted in Meghalaya segment)
- All self-drawing officers of the Government of Meghalaya.
 - Issue of Pay Slips, Leave Salary Authorisations and other Authorisations to the self-drawing officers
 - Verification of service and pay particulars of officers for the self-drawing period and sending of pension Information Statement to Pension Branch for finalisation of Pension.
 - Maintenance of History of Service and the leave accounts of the Self Drawing Officers.
 - All service matters of All India Service Officers (AIS) and Self Drawing Officers (SDOs)

Books for reference:

- All India Services Manual.
- GE Manuals
- Fundamental Rules and Supplementary Rules.
- General Financial Rules.