

DETAILED PAY BILL OF INCUMBENTS OF

PERMANENT  
TEMPORARY

ESTABLISHMENT OF THE

FOR THE MONTH OF

DISTRICT

1. Held-over amounts should be entered in red ink in the appropriate columns (3), (4), (5), (6), (7) or (8), as the case may be and ignored in totaling. Leave salary the amount of which is not known, should similarly be entered in red ink in column (5) at the same rate as pay, if he had remained on duty

2. In the remarks column (20) in should be recorded all unusual permanent events such as deaths, retirement, permanent transfers and first appointments which find no place in the increment certificate or absentee statement.

3. When an increment claimed operates to carry a Government servant over an efficiency bar it should be supported by a declaration that the Government servant in question is fit to pass the bar.

4. Names of Government servants in inferior service as well as those mentioned in rule 268 may be omitted from pay bill.

5. A red line should be drawn right across the sheet after each section of the establishments and under it the totals of columns (4), (5) and (9), or the section should be shown in red ink.

6. In cases where the amount of leave salary is based on average pay a separate statement showing the calculations of average pay duly attested by Drawing Officer should be attached to this bill.

7. The names of men holding posts substantively should be entered in order of seniority as measured by the substantive pay drawn and below those will be shown the post left vacant and the men officiating in the vacancies.

8. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.

9. The following abbreviations should be used in this and all other documents submitted with pay bills---

Leave on Average Pay	LAP	On Foreign Service	FS
"Half Average Pay	LHP	Vacant	Vac.
Quarter Average Pay	L <sup>1</sup> / <sub>4</sub> P	Post Office Inc. Fund	PI
On other duty	OD	Last Pay Certificate	LPC
Leave Salary	LS	Subsistence Grant	} SG
Conveyance Allowance	CA	Sub-Grant	
Under Suspension	SP	Transit Pay	

10. In cases where any fund deductions are included in a pay bill, a separate schedule showing the particulars of deductions relating to each fund should accompany that bill.

(To be filled in by the Drawing Officer)

Classification of expenditure finally adjustable by A.G.....

Demand No. .... Major Head \_\_\_\_\_

Group Head.....

Sub-Head..... Minor Head \_\_\_\_\_

Detailed Heads---

Pay of Estt.---

Pay of \*Permanent Estt. ..

Pay of \*Temporary Estt. ..

(i.e. Pay and Leave Salary of incumbents reckoned against Permanent/Temporary Post.)

Allowances and Hono

Dearness Allowance

Compensatory Allowance

House-Rent Allowance

Other Allowance

GRAND TOTAL

Deduct---

(a) Recoveries (other than those adjustable direct by the T.O.)---

General Provident Fund

Contributory Provident Fund

(i) Adjustable in the books of A.G.....

(by whom the bill is auditable)

(ii) Adjustable by other A.Gs.

" by A.G.....

" by A.G.....

" by A.G.....

Recovery of advance of pay

" Cycle Advance

Other recoveries (each kind to be indicated separately) :

Total of (a)

Net amount to be classified by Accounts Officer.

(b) Recoveries adjustable direct by T.O.

Schedule attached { Income Tax  
Postal Life Insurance  
House-Rent

Total of (b)

Net amount paid

Rs.	P.	Rs.	P.	Detailed Head of
	--		--	Accounts---
				as in the opposite column
	--		--	Classification of records
				(To be given by the Accountant-General's Office.)
				Section K.State Provident Funds :---
				General Provident Fund
				Contributory Provident Fund.
				Section T. Remittance Reme within India---
				Ex. A/c. with A.G.
				Adj.
				A.G.....
				A.G.....
				Section S. Advance repayable O.B. Advances.
				Section 'Q' Loans & Advances.
				Loans to Govt. Servent: Advances for purchase
	--		--	Other conveyance Account Head can
				Initials in token of classification.
				Auditor.
				IV---Taxes on income.
				Section T. Remittance A/c with Director P.L.I.
	--		--	XXXIX Civil Works
				Rent of buildings.

Initial of Supdt. in token of

Admitted Rs.

Check of Classification of

Objected Rs.

Items above Rs.  $\frac{500}{5,000}$

Supdt.  
AAG

Auditor





**Below Rs.**

Deduct ---Undisbursed pay as detailed below :--- " General Provident Fund *(Column 11) " Post Office Insurance Fund premia and " other Fund deductions (Column 12) " Income-tax (Column 10) " Inadjustment of advances recoverable as detailed in statement _____(attached) Recoveries on account of house-rent, etc., as detailed in statement _____, (attached)	Total (Column 9)	Rs.	P.	
(Columns 13 to 17)	0 --	/	--	1. Received contents and certified that I have satisfied myself that all emoluments include on bills drawn <u>1 month</u> <u>2 months</u> <u>3 months</u> Previous to this date with the exception of these detailed below (of which the total has been refunded by deductions from this bill) have been disbursed to the proper persons, and that their acknowledgments have been taken and filed in my office with receipt stamps duly canceled for every payments in excess of Rs. 20. 2. Certified that no person in superior servces has been absent either on other duty or suspension or with or without leave except on casual leave during the month of. Note. ---When an absentee statement accompanies the bill, this certificate should be struck out. 3. Certified that no leave has been granted unless by reference to the applicant's Service Book leave accounts and to the leave rules applicable to him. I had satisfied myself that it was admissible and that all grants of leave and departure on and return from leave and all period of suspension and other duty and other events which are required under the rules to be so recorded have been recorded in the Service Books and leave accounts under any attestation. 4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the Service Book have been entered in the Service Books of the persons concerned under my attestation. 5. Certified that all Government servants whose names are omitted from but for whom pay has been drawn in the bill have actually been entertained during the month and that full details of the names of the persons concerned and the emoluments drawn for them working up to the total included in this bill have been duly shown in the office copy. 6. Certified that no person for whom house-rent allowance has been drawn in this bill has been in occupation of rent-free Government quarters during the period for which the allowance has been drawn. 7. Certified that except in the case of the Government servants whose names appear in the appended list and in whose case the appropriate certificate required under rule 269(2) has been furnished, no leave salary for any Government servant is equal to his actual pay. 8. Certified that no leave salary for any Government servants (except the following in whose Service Books a note regarding allocation has been recorded) drawn in this bill for _____ debitable to any Government, etc., other than the Central (Civil) Government. 1. _____ 4. 2. _____ 5. 3. _____ 6. 9. Certified that prescribed certificates have been obtained to the effect that the conditions in supplementary rules (6A, 6B, 6C, 6D, 7 or 7B as the case may be) have been fulfilled and placed on records in my office. 10. Certified that the Government servants for whom the old rates of pay have been drawn do not fall under the categories of persons mentioned in clauses (i) and (ii) of rule 3 of the Revised Rates of Pay Rules. 11. Certified that without the sanction of the Head of the Department no person, other than an ex-soldier whose age exceeds 25 years was admitted into the inferior pensionable service after the 8th May, 1940. 12. Certified that the pay of Military pensioners has been fixed with due regard to the provisions of Article 526(a) Civil Service Regulations and the connected instructions of the Government of India.
Total Deductions (Column 18)			--	
Net amount required for payments (in words) Rupees.....				--

**DETAILS OF PAY OF ABSENTEES REFUNDED**

Section Establishment	Name of Incumbent	Period	Particulars of Amount Refunded	Amount	
				Rs.	P.
1.			Pay } D.A. } C.A. } H.R. }		
2.			Pay } D.A. } C.A. } H.R. }		
3.			Pay } D.A. } C.A. } H.R. }		
4.			Pay } D.A. } C.A. } H.R. }		
			Total :		

Station.....

Dated.....20 .....

Examined and entered.

Treasury Accountant.

Signature.....

Designation of the Drawing Officer.....

Pay Rs..... Rupees.....  
.....as follows:---

In cash Rs.....

By transfer credit to---

Personal Deposit Rs.....

IV – Taxes on Income, etc. Rs.....

XXXIX-Civil Works Rs.....

S---Remittances--- Exchange Account with Deputy Accountant General.

Posts and Telegraphs... ..

(Postal Life Insurance Deductions) Rs....

Dated.....20 .....

\*In respect of subscribers to the sterling Branch should note on the bill and in the Fund Schedule attached to the bill that the recoveries relate to the Sterling Branch. One line to be used and the other scored out.