

**BILL FOR PAY AND FIXED ALLOWANCES OR LEAVE SALARY
OF GAZETTED GOVERNMENT SERVANT**

NOTE : The Government accept no responsibility for any fraud or misappropriation in respect of money cheques or drafts made over to messengers.

Name of Officer.....Audit Number.....

Name of Treasury	Head of Account Major head Minor head Sub - head	Voucher No.....of List payments for.....200.....
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Received for (month or other period).....200...		Monthly rate		Amount	
pay of officer My substantive pay/leave salary Additional		Rs.	Ps	Rs.	Ps
pay for officiating as.....					
<u>Charged</u>					
Voted					
Personal pay as.....					
Transit pay as.....					
Special pay.....					
Allowance: } <u>Charged</u> Voted	Dearness pay.....				
	Dearness allowance.....				
	Permanent traveling allowance.....				
	Conveyance allowance.....				
	Local allowance.....				
	House rent allowance.....				
	Other allowances.....				
	Total Claim				
Deduct: Premia for the State Life Insurance (Official Branch) for.....200.....Policy Nos.....					
Premia for the Postal Life Insurance for..... 200..... on policy Nos.....					

Subscription for the General Provident Fund
(Account No.....) for the month of
..... Subscription for other Funds.
(Fund and Account No.....)
to be specified for the month of
House rent.....200.....
Conveyance Advances } Motor Car
 } Motor Cycle or
 } Other Conveyance
House Building Advance
Advance of pay.....
Junior IAS Officer's advance.....
Other advances.....
Recoveries ordered by the Accountant General
as per retrenchment slip No.....
Dated.....
Income – tax.....
Super - tax.....
Total deductions
Net claim
Net amount payable (in words)
Rupees.....

Pay to.....	Signature	Stamp when claim exceeds Rs 500
Station.....		
Date	Official Designation	
Pay Rupees	Treasury Officer	Contents received
Dated.....200		Bank or Agent

(For use in the Audit Office)

Direction for Note

- 1. An Officer Proceeding on or returning from Leave, transfer or deputation should send to the Accountant General’s Office and to the Treasury a Certificate of transfer of charge in the printed form before presenting his bill for payment at any Treasury.
- 2. The Charges held throughout the period of claim should be noted , transit being separately entered whereit exists (with dates)
- 3. An Officer who signs his own bills while absent on leave must either present it in person or furnish the life certificate below, which must be signed by a responsible officer of Government or some other well known and trustworthy person.
- 4. In exchange for every bill so presented at the treasury a metal token will be issued which should be produced when payment is called for
- 5. When conveyance allowance is drawn, the required certificate(see below) should also be signed by the Officer without which the bill will not be cashed. The mode of conveyance maintained should also be specified.
- 6. A pay bill may be enfaced to a Banker or other recognised Agent and submitted for collection through such Banker or Agent. This will obviate the necessity to the Officer concerned of attendance in person or by messenger, as payment may then be made direct to the Banker or Agent. No endorsement to peons is permitted.
- 7. An Officer appointed substantively to an appointment must attach a certificate that has submitted proposals for State Life Insurance (Official branch) or failing Insurance has, applied for admission to the General Provident Fund.
- 8. The Income –tax and Super-tax deducted in the bill should be at a rate representing the average of the rates applicable to the estimated total income for the year under. “Salaries” less any abatements claimed on account of Life Insurance Premia, Provident Fund subscription etc. A statement arriving at the average monthly tax for the year should be attached to the first pay bill payable in a financial year & revised statements should be attached to the first pay bill payable in a financial year & revised statements should be attached whenever a change is expected in the course of the year in this average rate.

Classifications

Debit

Credit

Total amount of bill

Admitted

Disallowed } (see reason below)

Objected }

Retrenchment slip No.G.A..

Dated.....

or objection Slip No.....

Dated.....

Auditor A.A.G

Supdr.

Details of Objection

charge to } Major head.....

Minor head.....

Detailed head.....

Conveyance Certificate referred to in No.5

I hereby declare that I have maintained a
.....or my use during the month of200.....
Dated.....
Life Certificate referred to in No.3;
Kumary
Certified that Sreemathy
Shri
is alive on this date
Station..... Signature
Date..... Designation
I certify that during the period for which house rent is claimed ,
I did not occupy Government Quarters.
Date : Signature

Note : Treasury and Audit Officers should see that all compulsory deductions including those for the Indian Civil Service Provident Fund, are duly made that the Schedules showing the particulars of all fund deductions are attached to pay bills.

Payable atTreasury

Passed for Rs.....

Rupees.....

Trivandrum.....

Dated.....

Assistant Accountant General