

FORM T.R.51
[(See Rule 169 9b)]

DETAILED PAY BILL OF PERMANENT/TEMPORARY ESTABLISHMENT OF THE..... FOR THE MONTH OF.....

Head of service –

Voucher No.....of.....

Major Head :

Minor and Sub – Head :

Detailed Head :

- NB. (1) Each bill must be accompanied by the form which includes the absentee statement and statements of substantive changes except where such forms are blank and do not otherwise require to be submitted.
- (2) Held over amounts should be entered in red ink in the appropriate columns (3),(4),(5) or (6) as the case may be and ignored in totalling.
- (3) All unusual permanent events, such as deaths, retirements, permanent transfers and first appointments which are not recorded in an increment certificate or the absentee statement, should be recorded in the statement of substantive changes and should be shown against the items concerned.
changes and should be shown individually (Space for Treasury Officer's Enfacement)
and in full detail.
- (4) The total pay of a Government servant officiating in a certain scale should be drawn for the period only that he officiates in that section
- (5) A red line should be drawn right across the sheet after each section of the establishments and under it the total of columns (3) , (4), (5) and (6) for the section should be shown in column (7) in red ink.
- (6) The following abbreviations should be used in this and in all other documents submitted with pay bills.-

CREDIT

Rs. P.

Income tax.....

Fund deductions.....

Advances recoverable.....

Recoveries

DEBIT

Earned leave :E.L.
Half pay leave : H.P.L
On other duty : O.D.
Leave salary : L.S
Subsistence
allowance : S.A.
Transit pay : T.P.
Conveyance
allowance : C.A
Permanent traveling

Under suspension : Sp.
On foreign Service : F.S
Vacant : Vac.
Postal Life Insurance : P.L.I.

Last pay Certificate : L.P.C.
General Provident Fund : G.P.F.

State Life Insurance
Official Branch :S.L.

allowance : P.T.A.

Details of Pay of absentees refunded			
Designation of post	Name of incumbent	Period	Amount Rs. Ps.

Name of establishment	Name of Incumbent	Substantive pay (Personal pay or special pay, if any, should also be shown in this column as a separate entry below substantive pay)	Leave salary	Official salary	Dearness pay	Dearness allowance	Special dearness allowance
1	2.	3.	4.	5.	6(a)	6(b)	6(c)

*In respect of subscribers to the sterling Branch, it should be noted on the bill and in the							

1. Received contents : Also certified that I have satisfied myself that all pay, etc..... included in bills drawn + 1 month/2months/3months previous to this date with the exception of those detailed on the first page (of which the total has been refunded by the deduction from this bill) have been disbursed to the proper persons that their acquaintances have been taken and filled in my office, with receipt stamps duly cancelled for every payment in excess of Rs.20; and that during the month no appointment has been made otherwise than in accordance with the rules.
2. Certified that no persons in any service other than last grade service has been absent either on other duty or suspension with or without leave (except on casual leave) during the month.
3. Certified that every Government servant on whose behalf pay or leave salary is claimed in this bill has actually been on duty or on authorised leave, as the case any be , during the month for the period on account of which his pay or leave salary is claimed.
4. Certified that no leave has been granted until by reference to the applicant's service book, leave accounts and the leave rules applicable to him. I had satisfied myself that it was admissible and that all grants of leave and departures on, and returns from; and all periods of suspension and deputation and other events which are required under the rules to be so recorded have been recorded in the service books and leave accounts under my initials.
5. Certified that all appointments and permanent promotions and such of the officiating promotions as have to be entered in the service books, as per the column in the K.S.R. Form No. I have been entered in the service books of the persons concerned under my initials.
6. Certified that in the case of conveyance allowance drawn in this bill, certificates to the effect that the conveyances for the maintenance of which the allowance is drawn were actually kept in good order and used by the Government servants concerned during the month have been obtained by me and recorded in my office.

+ Only one to be used and others scored out.

(Continued on Page 4)

Total [Column(7)] :	Rs.	p.
Deduct Undisbursed pay refunded as detailed on the first page :		
Deduct total General Provident Fund [Column(8)]* :		
Deduct other fund deductions [Column (9)] :		
State Life Insurance [Column 9 (a)] :		
Postal Life Insurance [Column 9 (b)] :		
Other Funds [Column 9 (c)] :		
Deduct income tax [Column 10] :		
Deduct in adjustment of advances recoverable as detailed in the attached statement [Column (11)] :		
Deduct recoveries on account of house rent, etc., as detailed in the attached statement [Column (11)] :		
Total deductions		

Net sum required for payment (rupees in words).....
Pay rupees (in words).....
Examined and entered.

Dated.....
Treasury Accountant

Treasury Officer

7. Certified that no person for whom house rent allowance or its equivalent in the form of a personal compensatory allowance has been drawn in this bill has been in occupation of Government quarters and that no Government quarters were allotted to such person during the period for which the allowance has been drawn.
8. Certified that in respect of permanent traveling allowance claims drawn in previous months, half year or full year, as the case may be , I have obtained the necessary journals and have satisfied myself that the Government servants concerned made the requisite tours and that, in cases where the requisite tours have not been made, the necessary recoveries have been effected. The particulars of recoveries made or yet to be made are furnished below :-

Serial number	Name of the Government servant	Designation	Period for which minimum tour is prescribed month/half yearly year	Minimum tour required	Shortage of tour	Amount recovered	Amount yet due	Date of recovery	Remarks

Note :- When the period for which minimum touring is prescribed is a half year or full year, the certificate should be attached to the bill for the claim relating to the second month after the expiry of the half year or full year to which it relates. Thus the certificate for the half year ending 31st March will be due with the bill for May paid in June. The certificate need not be furnished where the performance of a minimum tour is not prescribed as a condition for granting the P.T.A.

9. Certified that in the case of leave salary drawn in this bill on the basis of actual pay and not on average pay such pay is the substantive pay of the absentee (within the meaning of the note under Rule 93 of Part 1, K.S.R) at the time of taking leave. This certificate is not necessary in the case of maternity leave.
10. Certified that an undertaking has been obtained and recorded in my office in the case of Government servants who have been granted commuted half pay leave on medical certificate with reference to the proviso to clause (iii) of Rule 34, Part 1, K.S.R. to the effect that they will, in the event of retirement at the end of the leave or

an extension of the leave, refund by reduction from pension or in case the difference between the average pay and half average any for the period of leave on average pay which would not have been admissible had the proviso not been applied.

Station.....
Dated.....

(Signature)
(Designation of Head of Office)