SI	Section of establishment and Name of incumbents				OP 2017						ROP 2010								EDUCTION						
No.	Name of incumpents	B/pay	S/pay	DA	HRA	MA	Total	Pay	GP	S/pay	DA	HRA	MA		Total	Difference	P/Tax	GIS	HR/T	Recover	y ROP Impounded to GPF	Normal GPF	Total Ded.	Net Amount	GP NC
1	2	3	4	5	6	7	8	9	10	11	12	13	14		15	16	17	18	19	20	21	22	23	24	25
		₹. F	P. ₹. P.	₹. F	P. ₹. F	. ₹. P	7. ₹.	P. ₹.	P. ₹.	P. ₹. F	⊃. ₹.	P. ₹.	P. ₹.	P. ₹.	F	). ₹. F	). ₹. P.	₹.	P. ₹. P	2. ₹.	P. ₹.	Р. ₹.	P. ₹.	P. ₹.	P.
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DeductUndisbursed Pay as (T	otal Column 9)	₹	P
detailed below:General Provident Fund			
	Total deductions		
Net amount required for payments (in words ₹)	(Columns 18)		
DETAILS OF PAY OF AB		J U <b>nde</b> i	<b>D</b>

DETAILS OF PAY OF ABSENTEES REFUNDED										
Station	Name of the	Period	particulars							
estab-	incumbent	renou	amount	Amount						
lishment			refunded		7					
				₹	P					
1			Pay @							
			D.A							
			G.A		8					
			H.R.A							
			O.A							
			Pay @		وَ					
2			D.A							
			G.A							
			H.R.A							
					]					
			O.A							
3			Pay @							
			D.A							
			G.A							
			H.R.A		]					
			O.A							
			0.71							
4			Pay @		]					
'			D.A							
			G.A							
			H.R.A		]					
			0.A							
			O.A							
					1					
			TOTAL							

Stations..

Dated...

Examined and Entered

Treasury Accountant

Received contents and Certified that I have satisfied myself that (1 month) al
emoluments included in bills drawn 2 months Previous to this 3 months dat
with the exception of those detailed below ( of which the total has been
refunded by deductions from this bill) have been disbursed to the prope
persons and that their acquittances have been taken and filed in my office with
receipt stamps duly cancelled for every payment in excess of ₹. 20.

2. Certified that no person in superior service 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 until by reference to the applicants, 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 my attestation.
- 4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the Service Books of the persons concerned under my attestation.
- 5. Certified that all Government servant 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 name 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 and the emoluments drawn are according to the relevant rules and orders.
- 6 .Certified that all Class IV Government Servants, Head Constables, Constables etc. for whom increment has been claimed in the bill have rendered the required period of approved service entitling them to the increased pay drawn in the bill.
  7. Certified that the pay of all Government servants below the age of 18 years holding posts in the scale of ₹. 70-1-80-1-10-85 has been drawn correctly in

Certified that the pay of all Government servants below the age of 18 years holding posts in the scale of ₹. 70-1-80-1-10-85 has been drawn correctly in accordance with the provisions of rule 12 of the Central Civil Services (Revised pay) Rules, 1960.

- 8. 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.
- 9. Certified that except in the case of the Government servant whose names appear in the expended 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.
- 10. Certified that no leave salary for any Government servant (except the following in whose Service Books a note regarding allocation has been recorded) drawn in this bill for debitable to any Govt. etc. other than the Central (Civil Govt.)

1 3 4

- 11. Certified that prescribed certificates has been obtained to the effect that the conditions in sublimentary rules (6A, 6B, 6C, 7 or 7B as the case of may be) have been fulfilled and placed on records in my office.
- 12. Certified that the Government servants for whom the old rates of pay have been drawn do not fall under categories of persons mentioned in clauses (i) and (iii) of rule of the Revised Rates of Pay Rules.
- 13. Certified that without the sanction of the Head of the Department no person, other than an ex-soldier ages exceeds 25 years was admitted into the inferior pensionable service after the 8th May, 1940.
- 14. Certified that the pay of Military pensioners has been fixed with due regard to the provisions of articles 526 (a) Civil Regulations and the connected instructions of the Government of India.

	Rupees
as followsIn	case
By transfer credit to:	
Personal Deposit₹	
XXXVII-Public works₹	
U-Remittance-Adjusting A/c with P	osts and Telegraphs Director of
	graphs
	, apris

T. R. 22 (Outer) (Treasury) Rule 265 Bill No.....

## DETAILED PAY BILL OF INCUMBENTS OF PERMANENT ESTABLISHMENT OF TEMPORARY FOR THE MONTH OF 20 DISTRICT

Voucher No			List								
YOUCHOLING	(to be fled in but										
1. Held over amounts should be entered in red Ink in the appropriate columns (3), (4), (5), (6), (7), or (8), as the case	(to be filed in by the Drawing Officer) Classification of expenditure Finally adjustable by A. G.										
may be and ignored in totaling. Leave salary, the amount of which is not known should similarly be entered in red ink in	Demand No	or Head									
column (5) at the same rate as pay if he had remained on duty.	Group Head	or Head									
2. In the remarks column (21) should be recorded all unusual permanent events such as deaths, retirement, permanent	Detailed Head										
ransfers and first appointments which find no place in the ncrement certificates or absentee statements.	Detailed Head—	Head of									
	DetailedHead- Payof Estt. ₹ P	₹	Accountsas in the opposite acremse								
3. When an increment claimed operates to carry a	Allowances &		as in the opposite determse								
Government Servant over and efficiency bar if should be supported by a declaration that the Government servant in	Honorariam		Classification of recoveries								
question is fit to pass the bar.	Dearness Allowances		of fectiveries								
<b>4.</b> Names of Government servants in inferior service as well	Compensatory Allowances		To be given by the								
as those mentioned in rule 268 may be omitted from pay bills.			(Accountant General's office)								
5. A red line should be drawn right across the sheet after each	House Rent		Section s. State Provident								
section of the establishment and under it the totals of columns	Allowances Other Allowances		Fund:-								
4), (5) and (9) or the section should be shown in red ink.			General Provident Fund								
6. In case where the amount of leave salary, is based on	GRAND TOTAL		contributed Provident								
average pay a separate statement showing the calculations of average pay duly attested by Drawing Officer should be	Deduct		Fund. SectionW. Remittance								
attached to this bill.	(a) Recoveries (other than this adjustable	Reme with India:-									
	direct by the T.O) General Provident Fund	Ex A/c with A.G.									
7. The names of man holding posts substantively should be	Contributory Provident Fund.		Adj.  A.G								
entered in order seniority as measured by substantive pay drawn and below those will be shown the post left vacant and	(i) Adjustable in the books of										
he men officiating in the vacancies.	A.G										
me men emetating in the vacanetes.	(by whom the bill is auditable) (ii) Adjustable by other AGs		Section T. Advance								
8. Officiating pay should be recorded in the section of the bill	" by A.G		repayable G.P.F. Advances								
appropriate to the in which the Government servant officiates	" by A.G		Section O. Loan as								
and transit pay should be recorded in the same section as that n which the duty pay of the Government Servant after	" by A.G		advance Loan to Govt. Servants.								
ransfer is recorded.	Recovery of Advance of pay Cycle Advance										
<b>9.</b> The following abbreviations should be used in this and all	•		Advances for purchase of								
other documents submitted with pay bills	Other recoveries (each kind to be indicated separately)		other conveyances								
Leave on Average pay LAP, On Foreign Services FS, Half			Account Head Concerned								
Average pay LHP Vacant Vac., Quarter Average Pay LHP,	Total of (a)		Initial to scheme of								
Post Office Inc. Fund PI, On other duty OD, Last pay	Net Amount to be classified by Accounts Officers.		classifiction Auditor								
certificate LPC, Leave salary LS, Subsistence Gram, Sub SG,	(b) recoveries adjustable directed by T. O.		Audioi								
Canveyance Allowance CA Gram Under suspension SP, Fransit Pay TP.	Income tax		IV-years of Incomes.								
<b>,</b>	Schedule Postal Life Insurance attached House Rent		(Section II Remittances.								
10. In cases where any fund deductions are Included in a pay	attached House Rent		Adj)								
oill a separate schedule showing the particulars of deductions	Total of (b)		A/c with P & T								
relating to each fund should accompany that bill			XXXVII Public Works								

Net Amount paid

Admitted₹.

Objected ₹.

Auditor Superintendent Gazetted Officer