

LAST PAY CERTIFICATE

Obverse

Last Pay Certificate of.....
of the..... Proceeding on.....
to.....

2. He/She has been paid upto.....at the following rates :-

Particulars :-

Substantive Pay.....

Officiating Pay.....

Deductions :-

.....
.....
.....

He/She made over charge of the Office of.....
.....
on the.....noon of.....

4. Recoveries are to be made from the payment of Government Servant as detailed on the reverse.

5. He/She has been paid leave salary as detailed below ; Deductions have been made as noted on the reverse.

Period	Rate	Amount
From.....to.....	at Rs.....	a month.
From.....to.....	at Rs.....	a month.
From.....to.....	at Rs.....	a month.

6. He/She is entitled to draw the following :-

7. He/She is also entitled to joining time for.....days.

8. The details of the income tax recovered from him upto the date from the beginning of the current year are noted on the reverse.

Dated.....

(Signature).....

(Designation).....

LAST PAY CERTIFICATE

Reverse

Details of recoveries

Nature of recoveries.....

Amount Rs.....

To be recovered in.....instalment.

Deductions made from leave salary :-

From.....to.....on account of.....Rs.....

From.....to.....on account of.....Rs.....

From.....to.....on account of.....Rs.....

Name of month	Pay	Gratuity fee etc.	Funds and other deduction	Amount of income tax recovered	Remarks
April, 20					
May, 20					
June, 20					
July, 20					
August, 20					
September, 20					
October, 20					
November, 20					
December, 20					
January, 20					
February, 20					
March, 20					