

« PAY BILL »

DETAILED PAYBILL OF INCUMBENTS OF ESTABLISHMENT OF _____
FOR THE MONTH OF _____

DISHIC-TREASURY

Bill No. : _____
Bill Date : _____

Token No. : _____
Token Date : _____

(For Treasury Officer use)

Voucher No. : _____
Voucher Date : _____

1. Treasury Code : [][][][][][]
2. Demand No. : [][]
3. D.D.O. Code : [][][]
4. Gaztd./Non-Gaztd. : [] (G/N)
5. Major Head : [][][][][]
6. Sub-Major Head : [][]
7. Minor Head : [][][][]
8. Sub Head : [][]
9. Budget Code : [][][][]
10. Object Code : [0] [1]
11. Plan/Non-Plan : [] (P/N)
12. Voted/Charged : [] (V/C)

1. GROSS TOTAL Rs. _____
2. SHORT DRAWAL Rs. _____
3. TOTAL AMOUNT (1-2) Rs. _____
4. A.G. DEDUCTIONS (A) Rs. _____
5. BALANCE AMOUNT (3-4) Rs. _____
6. B.T. DEDUCTIONS (B) Rs. _____
7. NET AMOUNT (Payable) (5-6) Rs. _____

SUB-OBJECT (DETAILED) HEADS

1. Basic Pay [0] [1] Rs. _____
2. Special Pay [0] [2] Rs. _____
3. Dearness Allow. [0] [3] Rs. _____
4. Compensatory Allow. [0] [4] Rs. _____
5. House Rent Allow. [0] [5] Rs. _____
6. Capital Allowance [0] [6] Rs. _____
7. Conveyance Allow. [0] [7] Rs. _____
8. Washing Allowance [0] [8] Rs. _____
9. _____ [][] Rs. _____
10. _____ [][] Rs. _____
11. _____ [][] Rs. _____
12. _____ [][] Rs. _____
13. _____ [][] Rs. _____

(A) DEDUCTIONS (CLASSIFIED BY A.G.)

1. GPF Subscription Rs. _____
2. GPF Advance Recovery Rs. _____
3. House Building Advance Rs. _____
4. " " Interest Rs. _____
5. M.Car/Scooter Advance Rs. _____
6. " " Interest Rs. _____
7. Warm Cloth Advance Rs. _____
8. " " Interest Rs. _____
9. L.T.C./T.A. Advance Rs. _____
10. Festival Advance Rs. _____
11. Miscellaneous Recovery Rs. _____
12. _____ Rs. _____

(B) DEDUCTIONS (CLASSIFIED BY T.O.)

1. Insurance Fund Rs. _____
2. Savings Fund Rs. _____
3. House Rent Rs. _____
4. Postal Life Insurance Rs. _____
5. Life Insurance Corp. Rs. _____
6. Income tax Rs. _____
7. Surcharge Rs. _____
8. Other B.T. I Rs. _____
9. Other B.T. II Rs. _____
10. Other B.T. III Rs. _____

< * CORRESPONDING RECEIPTS CODES * >				
Major	S. Maj	Minor	S. Head	UDU Code
8011	00	106	01	
8011	00	105	02	
0216	01	106	00	
8658	00	103	00	
8448	00	104	00	
8658	00	112	01	
8658	00	112	02	

GROSS TOTAL Rs. _____ TOTAL (A) Rs. _____ TOTAL (B) Rs. _____

Station : _____
Date : _____

(Treasury Clerk)

(Signature & Designation of Drawing Officer)
Code : _____

CERTIFICATES

1. The Drawal is being made on account of _____ sanctioned vide letter no. _____ Dtd. _____
(Copy Enclosed)
2. Arrears were less drawn vide T/V No. _____
3. Certified that pay and allowances drawn in this bill are due and admissible as per authority in force and the deductions where ever required have been made, as per the rules.
4. Certified that in case of fresh appointees, the medical fitness certificates have been obtained.
5. Certified that all appointments and promotions, grant of leave and period of suspension, and the deputation and other events which are required to be recorded, have been recorded in the Service Book & leave account of the concerned employee.
6. Received contents (in Cash) Rs. _____ (in Words) Rupees _____

(Signature & Designation of Drawing and Disbursing Officer)
Code No. :

(TO BE USED BY TREASURY OFFICE)

Pay Rs. _____	(In Words) Rupees _____	
(Superintendent Treasury)	Date : _____	(Treasury Officer)
Amounts to be classified by T.O. :		
1. Cash	_____	
2. G.I.S. (S.F.)	_____	
3. (I.F.)	_____	
4. L.I.C.	_____	
5. P.L.I.	_____	
6. House Rent	_____	
7. Income Tax	_____	
8. Surcharge	_____	
9. Miscellaneous	_____	
** TOTAL **	_____	

(TO BE USED BY ACCOUNTANT GENERAL OFFICE)

Supdt.		
Initials of _____ in token of	Admitted Rs. _____	
A.A.D		
check of classification of	Objected Rs. : _____	
50G		
Item above Rs. _____		
5000		

Auditor

INSTRUCTIONS

1. A red line should be drawn right across the sheet after each section of the establishment and GRAND TOTALS should be shown in red ink.
2. All deductions should be supported by schedules in appropriate form. There should be separate schedules for each G.P.F. series and the G.P.F. account No. be entered therein in ascending order.
3. Recovery of House Rent should be supported by rent Rolls in duplicate from the PWD/Estate Officer. Deduction adjustable by B.T. should also be supported by duplicate schedules.
4. Due care should be taken to give correct code numbers wherever specified.