## Detailed Pay Bill of Permanent Establishment of the

for the month of

District

Space for classification stamp of manuscript entries of classification to be filled in by Drawing Officer. Name of detailed heads and corresponding amounts should be	Touchet Ho.	
recorded by him in adjacent column.	of	List
Major head	for	
Minor head		Rs.
Sub- head	Pay of Permanent Establishment	
N. B1. Held over amounts should be entered in red ink in the appropriate columns 3, 4,	Pay of temporary Establishment	
5 and 6 as the case may be and ignored in totalling. Leave salary the amount of which is not known, should similarly be entered in red ink in column 4 at the same rate as pay if he has remained on duty (S.T. R. 55).†	Allowance and Honoraria	
Telinamed on duty (3.1. A. 50).)	Conveyance allowance	
<ol> <li>In the Remarks column 15 should be recorded all unusual permanent events such as death, retirements, transfers and first appointments which find no place in the increment</li> </ol>	Horse allowance	
certificates or absentee statement.		
3. When the increment claimed operates to carry a Government servant over an efficiency	House rent allowance	
bar, it should be supported by a declaration that the Government servant in question is fit to pass the bar (S.T.R. 61).	Grain compensation allowance	
4. Names of Government servants in inferior services as well as those mentioned in	Fixed travelling allowance	
[ S.T.R. 55 (3) ] may be omitted from pay bill (S.T.R. 55).		
5. A red line should be drawn right across the sheet after each section of the establishment and under it is totals of columns 4, 5, 8 and 7 and 8 of the section should be shown in red ink.		
and under it is totals of columns 4, 5, 6 and 7 and 6 of the section should be shown in red link.		
6. In cases where the amount of leave salary is based on average pay, separate statement showing the calculations of average pay duly attested by Drawing Officer should be attached		
to this bill vide [ S.T.R. 55 (3)].	Total	
7. The names of men holding post substantively should be entered in order of seniority as measured by substantive pay drawn and below those will be shown the posts left vacant and	Deduct	
the men officiating in the vacancies.	* General Provident Fund	
8. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after transfer is recorded.	P. L. I. Fund	
	Other Funds	
9. The following abbreviations should be used in this and in all other documents submitted with pay bill:	House rent	
	110200 (61)	
Leave on average pay LAP Under suspension SP	income - tax	
" on half average pay LHP On Foreign Service FS.	Attachment order of the Court	
" on quarter average pay LIP Vacant Vac.		
On other duty . OD Postal Life Insurance PLI	Recoveries of advances	
Leave salary LS Last Pay Certificate LPC	Recoveries of over drawals	
Conveyance allowance CA Subsistance grant Sub-grant	Total deductions	
Transit pay		
10. In cases where any fund deductions are included in a pay bill, a separate schedule showing the particulars of deductions relating to each fund should accompany the bill.	Net Total	

FOR THE USE OF THE ACCOUNTANT-GENERAL'S OFFICE

Admitted Rs.

Objected Rs.

**Auditor** 

Superintendent

<sup>†</sup>S. T. R. means Subsidiary Rules under the Orlege Treasury Rules.

<sup>\*</sup> The duduct entries relating to the Provident fund should be posted separately for the Sterlling.

Serial Section of establishment and name of incumbents		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	Officiating.	Compensa- tory allowance	Fixed travelling allowance and conveyance allowance	Total	
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General Provident Fund f		P. L. I. Premia and other fund deductions (specify fund)	Income-tax	Miscellaneous recoveries, (fines and advances, house rent, etc.)	Total deduc- tions i.e. total of columns 9, 10, 11 and 12)	Net Payable	Remarks	Acquittance			
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detaile Gener	bursed pay as ed below ral Provident ( column 9 )					which to been do have be	the totalisburse en taken	al has ed to l en and nent in	e with the exception of the proper per filled in my offic excess of Rs. d and the other	by one assertion of the second	nd theceipt	at their	iled be this bill acqui	low (d ) hav ttance	of re es
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accor rent, led in	veries on unt of house etc., as detai- n statement	12)				leave 4. Certifi	accour ed that	all app	er my attestation ointments and otions as have standard form	in. substa to be ei	ntive 4	oromatic in the se	ns and ervice l	 d such books	n o
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DETAILS	OF PAY OF A	BSENTEE	SREFU	NDE	o.	i reco:	rded ).	drawn -	in this bill form vernment of Ori	is dedi	table t	o any (	Govern	ment,	e
Section of establish- ment	Name of in		Period		nount	1 2			4 5 6		allows	ancé cla	ims do	awn ir	n t
				R	s. F	P. Certified that in respect of fixed travelling allowance claims drawn in the previous month, quarter, half-year or full year as the case may be the necessary journals have been examined to see that the Government servants concerned made the requisite tours and that in case where the requisite tours have not been made, the necessary recoveries have been effected. The particulars of recoveries made or yet to be made as furnished below.									
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