

Below Rs.

(Rupees:

)

TR 46

[See Rule 164 (a) of KTC Vol.1]

BILL FOR PAY AND ALLOWANCES/LEAVE SALARY OF A GAZETTED OFFICER

Name of Treasury:

FOR TREASURY USE

Computer Sequence No./Token No.

Date:

Scroll No.

SDO Code:

Name:

Designation:

G.E No.

Name of Office:

PAN/GIR:

Head of Account MAJ SMJ MIN SUB SSUB

Plan (P)/Non-Plan (N)

Voted (V)/Charged (C)

CPS/CSS

Ratio

Received for the period: (From)

(To)

A. Amount due	Rate	Amount	B. Deductions	Rate	Amount
Pay/Duty pay			GPF		
Leave Salary			GPF (Loan Recovery)		
Special pay			GPF (Arrear DA)		
Personal pay			GPF (ADA)		
Transit pay			Group Insurance		
			State Life Insurance		
Dearness Allowances			SLI (Loan Recovery)		
House Rent Allowance			Recoveries ordered by AG		
CCA			HBA-1		
PTA			HBA2		
PCA			HBA Additional		
Special Allowance			HBA interest		
			MCA		
Deduct Advance drawn			MCA interest		
			FBS		
Gross claim A			PLI		
Total -B			Rent		
Net Claim = A-B			Income Tax		
			LIC		

Received Rs. (Rs. only)

In CASH/TC to TSB

Computer Advance		
Total B		

Station:

Signature:

Date:

Designation:

Stamp

FOR TREASURY USE ONLY

Pay Rs. (Rupees only) in CASH/Cheque
Rs. (Rupees only) b y RBR
and Rs (Rupees only) by TC.

POC No. Date

Accountant

Treasury Officer

Received Pay Order Cheque

Py Order Cheque Issued by

Signature of Recipient

Accountant

Note: Govt. accept no responsibility, for any fraud or misappropriation in respect of money or draft made over to messenger.

CERTIFICATE FOR CLAIMING HRA:

I certify that I did not occupy Govt. quarters during the period for which HRA is claimed in the bill.

Date: / /

Signature:

LIFE CERTIFICATE referred in No.7: Sri/Smt.is alive on this (date).

Station:

Signature:

Date:

Designation:

Space for Additional Certificates

Allotment Details (For PTA, PCA claim)

Appropriation for current year	Rs.
Expenditure excluding the bill	Rs.
Expenditure including the bill	Rs.
Balance	Rs.

Signature of Drawing Officer

DIRECTIONS FOR USE

1. A salary bill may be endorsed to a Banker or other recognized agent and submitted for collection through such Banker or Agent if the Officer desires so.
2. An Officer appointed to the Govt. service must furnish a certificate that he has submitted proposals for SLI (Official Branch), and applied for admission to the GPF as per rules.
3. Income Tax should be deducted as per rules.
4. Leave salary/transit pay should be claimed after getting pay slip from the AG.
5. Copy of LPC/Pay Slip should be attached with the bills as per rules.
6. The details of salary enclashed should be informed to the head of office with a copy of FBS schedule.
7. An Officer who signs his own bills while absent on leave must either present it in person or furnish the above life certificate, signed by a responsible officer of Government or some other well known and trustworthy person known to the Treasury Officer.
8. If conveyance allowance is claimed in this bill, a certificate as per rules should be furnished.

FOR THE USE OF AG'S OFFICE

Classifications	Details of objection
Debit	Chargeable
Credit	Head of Account:
Total amount of bill	Payable Treasury
Admitted	Passed for Rs.
Disallowed	(Rupees)
Objected, See details of objection.	
Retrenchments slip No. GA	dated
Or objection slip No.	dated
Accountant/ CT	
AAG	
Sr. AO/AO	
AAO/SO	
AA	
	Dated
	AAG