

Below Rs ..... (Rupees.....)

**Form TR 51**

See Rule 169 (b)

**DETAILED PAY BILL OF NON-GAZATTED ESTABLISHMENT/WAGES**

Name of Treasury.....

Computer Sequence No:\Token No:  Date :

Scroll No: ..... Voucher No ..... of .I / II LOP

DDO Code : (Dept)  (DDO)  Designation :.....

Name of Office :.....

Bill No : .....

Head of Account:  Plan(P)/Non Plan (N)  Voted(V)/Charged(C)

Period of Claim: (From) ...../...../..... (To) ...../...../.....

**ABSTRACT OF THE BILL**

CODE	A. DUES	TOTAL in Rs	CODE	B. DEDUCTIONS	TOTAL in Rs
01	Pay / LS / Sp / Wages	Col No.3	701	GPF & ADA	Col No.13
02	DA /ADA	Col No 4	701	GPF Loan	Col No.14
03	House Rent Allowance	Col No.5	702	SLI	Col No.15
04	CCA	Col No.6	703	GIS	Col No.16
		Col No			Col No.
		Col No.	116	HBA (int)	Col No.20
07	PTA	Col No.	117	MCA (int)	Col No.21
08	PCA	Col No.	102	HBA	Col No.
		Col No.	105	MCA	Col No.
			301	FBS	Col No.
					Col No.
					Col No.
98	Interim Relief_1				Col No.
99	Interim Relief_2				Col No.
001	Festival Advance				Col No.
002	Salary Advance				Col No.
<b>Total . A.</b>		<b>Col No12</b>	<b>Total. B</b>		<b>Col no 38</b>
<b>Total . B</b>		<b>Col no 38</b>	<b>Received Rs .....</b>		
<b>Net = A - B</b>		<b>Col no 39</b>			

(Rupees ..... Only)

Signature  
Name and Designation of Drawing & Disbursing Officer

**FOR TREASURY USE ONLY**

Pay Rs..... (Rupees ..... only) in cash, Rs..... (Rupees..... only) by RBR and Rs..... (Rupees..... only) by TC.

POC NO: ..... Date:...../...../.....

Accountant Treasury Officer  
 Received Pay Order Cheque Pay Order Cheque Issued By  
 Signature of Recipient Accountant

## Form

Sl.no.	Post,Scale of Pay, Name of officer	Pay / Leave Salary Special/ Personal / pay -wages	D.A.	HRA	CCA	Other allowances specify					Total A	Deductions			
												GPF / ADA	GPF loan	SLI	GI
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Total														

**Note:** (1) In column number 3 pay,leave salary,special pay,personal pay etc, as the case may be, should be shown below one by  
(3) Total of each column should be shown in the abstract of the bill. (4) **LIC** should be shown as recovery only.

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																				<b>Recoveries</b>	<b>Total Deduct /</b>	<b>Net Amount</b>	
			<b>HBA Interest</b>	<b>MAC Interest</b>	<b>HBA</b>	<b>MCA</b>	<b>FBS</b>													<b>Recovery</b>	<b>A - B</b>		
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	<b>B</b>	39	

One separately. (2) Advance pay/Onam advance should be deducted from the pay and shown in column number 3.  
(5) Abstract expenditure for PCA/PTA should be attached with the bill, when PCA/PTA is claimed.(6) Use deduction code or head of a/c in abstract.

1. **Contents received**

2. Certified

- (i) that the pay and allowance of the previous month have been disbursed to the proper persons and stamped acquittance has been obtained and filed in my office.
- (ii) that every Government servant on whose behalf of pay or leave salary is claimed in this bill has actually been on duty on authorised leave, as the case may be, during the period of which his pay or leave salary is claimed.
- (iii) that the eligibility of the claims preferred in this bill are verified with the relevant rules.
- (iv) that the employees for whom the HRA is claimed in this bill were not provided with Government quarters during the period for which HRA is claimed.
- (v) that the profession tax for the half year ending on.....has been recovered from the incumbents and remitted.
- (vi) that the arrears of DA sanctioned as per GO(P).....Fin/dated.....has been drawn and credited to the GPF accounts of the incumbents concerned.

Place: \_\_\_\_\_ Signature :.....  
 Date: \_\_\_\_\_ Seal Name :.....  
 Designation: .....

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NB: If any certificate is required to be attached in the bill, it should be written giving sl.no. starting from (vii)

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**SPACE FOR ENDORCEMENT**

Please pay the amount to Sri/Smt.....  
 Whose signature is attested below.

Contents received

Signature of the messenger                      Signature of the drawing officer                      Signature of the messenger

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**SPACE FOR COUNTERSIGNATURE**

Signature of the countersigning Authority with Name, Designation & Date

Allotment Details ( For wages claim)

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

Signature of drawing & Disbursing officer

**Commonly used Dues and Deductions Code**

Code	Description	Code	Description	Code	Description	Code	Description
01	Pay	301	FBS	102	HBA	123	KPCNSPF
02	Da	302	House rent	105	MCA	124	Panchayath Emp PF
03	Hra	303	LIC	107	Othe rConveyance	126	Contri.Pro Pension Fund
04	CCA	304	PDA Hantex	109	Int Free Advance	127	KASRSEPF
05	Special Pay	305	Hanveev	110	Warm Clothing	128	Contingency Emp PF
06	Personal Pay	307	PLI	116	Int on HBA	325	Pension Contri/LS of LB
07	PTA	309	AIS GI	117	Int on MCA	701	GPF
08	PCA	311	Income Tax	118	Co opertative dues	702	SLI
98	Interim Relief_1	314	CCD	119	KPEC & PPSPF	703	Group Insurance
99	Interim Relief_2	315	CrCD	120	KASEPF	704	
001	Festival advance	321	TC to SB	121	NMRPF	705	Mosquito Net Advance
002	Pay advance	327	DTO PD	122	KPCSPF	709	ROP