

Below ₹..... (Rupees.....)

TR 46

(See Rule 164(a) of K.T.C 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 Plan(P) / Non Plan(N) Voted(V) / Charged (C)

MAJ SMJ MIN SUB-SSUB

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		
			SLI (Loan Recovery)		
Dearness Allowance			Recoveries ordered by AG		
House Rent Allowance					
CCA			HBA-1		
HRA			HBA-2		
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		
Received ₹..... (Rupees			LIC		
..... only)			Computer Advance		
in CASH / TC to TSB					
			Total (B)		

Station : Signature
Date : Designation

Revenue Stamp

FOR TREASURY USE ONLY

Pay ₹.....(Rpees.....only)
In Cash/Cheque(Ruees.....only)
by RBR and ₹(Rupeesonly)by TC
POC No Date/...../.....

Accountant Treasury Officer

Received Pay Order Cheque

Pay 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 this 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 wages claim)

Appropriation for curent year : ₹

Expenditure excluding the bill : ₹

Expenditure including the bill : ₹

Balance : ₹

Signature of Drawing Officer.

DIRECTIONS FOR USE

- 1 A salary bill may be endorsed to a banker or other recognised 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 attached with the bills as per rules.
- 6 The details of salary encashed should be informed to the head of office with copy of FBS schedule.
- 7 An Officer who signs his own bills while abscent 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 tustworthy 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 ₹

Disallowed

(Rupees.....)

Objected, See details of objection

Retrechments slip No. GAdated

Or objection slip No.dated

Accountant/CT

AAG

Sr.AO/AO

AAO/SO

AA

AAG

Dated: