

# LAST PAY CERTIFICATE

(See Appendix B)

Last Pay Certificate of Shri/Smt./Kum. \_\_\_\_\_ of the \_\_\_\_\_ proceeding on transfer/promotion/retirement to the office of \_\_\_\_\_.

2. He/She has been paid up to \_\_\_\_\_, 20\_\_\_\_ at the following rates :

Earnings			Deductions	
Particulars	Rate (%)	Amount	Particulars	Amount
Substantive/Officiating/ Basic Pay			Income-tax Deduction	
Dearness Pay			General Provident Fund Contribution	
Dearness Allowance			C.G.H.S.	
House Rent Allowance			C.G.I.S./ N.G.I.S.	
City Comp. Allowance			House Bldg. Advance / Interest.	
Transport Allowance			Conveyance / Computer Advance / Interest.	
Personal Pay			Festival Advance	
Special Pay			General Provident Fund Advance	
Washing Allowance			License Fee	
Interim Relief			Water Charges	
Medical Allowance			Other Deduction/s	
Leave Travel Allowance			Any Other / Salary Advance	
Other (Please specify)			Professional Tax	
<b>Total Earnings</b>			<b>Total Deductions</b>	
<b>Net Salary Paid</b>				

3. His/Her General Provident Fund Account No. \_\_\_\_\_ is maintained by Accounts Officer/Accountant General \_\_\_\_\_.

4. He/She made over the charge of the office of \_\_\_\_\_ on the Forenoon/Afternoon of \_\_\_\_\_.
5. Recoveries are to be made from the pay of the Government Servant as detailed below :

Nature of Recovery	Amount to be recovered	In No. of instalments	Out of total instalments of

6. He/She has been paid Leave Salary as detailed below.

Period		Rate @ Rs. Per Month	Amount
From	To		

7. Deductions has been made from the Leave Salary as noted below :

Period of Leave Salary		On Account of	Amount
From	To		

8. He/She is also entitled to a joining time for \_\_\_\_\_ days.
9. He/She has availed Casual Leave \_\_\_\_\_ and/or Restricted Holiday \_\_\_\_\_.

10. He/She finances the insurance policies detailed below from Provident Fund :

<b>Name of the Insurance Company</b>	<b>No. of Policy</b>	<b>Amount of Premium</b>	<b>Due date for the date of Premium</b>

11. The details of the Income tax recovered from him/her upto the date from the beginning of the current Financial Year are noted in the reverse.

**Place :**

**Date :**

\_\_\_\_\_  
**Signature of Drawing & Disbursing Officer**