

FORM F. C. 8

(See Rule 4,8)

LAST PAY CERTIFICATE GAZETTED AND NON-GAZETTED OFFICERS

1. Last Pay Certificate of _____
Of the _____
Proceeding on_____ to_____
2. He has been paid up to _____at the following rates:-

Particular	Rate
Substantive Pay	_____
Officiating Pay	_____
Deductions	_____
3. His General Provident Fund Account No is_____
Maintained by the District Fund Office_____
4. He made over the charge of the office_____ on _____forenoon/afternoon.
5. Recoveries are to be made from the pay of the Government Servant as detailed on the reverse.
6. He has been paid leave salary as detailed below. Deductions have been made as noted on the reverse:-

Period	Rate	Amount
From	to	at Rs
From	to	at Rs
From	to	at Rs
7. He is entitled to draw the following:-
8. He is also entitled joining time for_____ days
9. He finances the insurance policy detailed below from Provident Fund:-

Name of Insurance Co.	No. of Policy	Amount of Premium	Due date for payment of Premium
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10. The details of the income-tax recovered up to date from beginning of the current year noted on the reverse.
11. Whether transfer made at the request of officer or his advantage in consequence of any fault on his part or on grounds of public convenience only(see Articles 91 and 339 of J&K CSR)

Date_____

Signature

Designation

Note: -- Against Serial No 3 the information should be incorporated by the Head of the Office. In case of Non-Gazetted Government servants and by hot treasury Officers/Officer himself in case of Gazetted Officer. In addition when a Government servant is transferred from one Audit Circle to another, the name of the Accounts Officer who will maintain his General Provident Fund Account after transfer, should also be recorded in the case of Gazetted Officer by the Accountant General while Countersigning the Last Pay certificate and by the head of the office in the case of Non-Gazetted Government Servants, if possible.

DETAILS OF RECOVERIES

Nature of Recovery_____

Amount Rs_____

To be recovered in_____ installments.

Deduction made from leave salary

From_____ to _____ on a/c of_____ Rs _____

From_____ to _____ on a/c of_____ Rs _____

From_____ to _____ on a/c of_____ Rs _____

From_____ to _____ on a/c of_____ Rs _____

Name of month	Pay	Gratuity Fee etc	Funds and Other deductions	Amount of Income Tax recovered	Remarks
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April

May

June

July

Aug

Sept

Oct

Nov

Dec

Jan

Feb

Mar

1. Date of taking over_____ forenoon/afternoon
2. Designation of office to which transferred_____
3. Rate of Pay and scale (allowances to be shown separately) of the office to which transferred_____
4. Distance in miles between the two stations_____

Date_____

Head of office/Treasury Officer
to which transferred