FORM T.R.22

Bill No._____

(See rule 265)
OBVERSE

DETAILED PAY BILL OF PERMANENT/TEMPORARY ESTABLISHMENT OF THE _____

FOR THE MONTH OF _____ 20 _____ DISTRICT _____

Major Function _____	Voucher No.
Minor Function _____	List _____
Detailed Function _____	For _____20_____

1. Is the Remarks column (24) should be recorded all unusual permanent events such as deaths, retirements permanent transfers and first appointments, which find no place is the increment certificates of absentee statement

2. When an increment claimed operates to carry a Government Servant over an efficiency bar, it should be supported by a declaration that the Government servant in question is to pass the bar.

3. The names of Government Servants holding posts substantively should be entered in order of seniority as measured by substantive pay drawn and below those will be shown the posts left vacant and the men officiating in the vacancies.

4. Officiating pay should be recorded in section of the bill appropriate to that in which the government servant officiates and transit pay should be recorded in the same section as that in which the duly pay of the Government servant after transfer is recorded.

5. In case where any fund deductions are included in the pay bill a separate schedule showing the particulars of deductions relating to each fund should accompany that bill.

Object	Classification Old code	Classification New code	Amount Rs.--------------------------Ps.
Pay of Permanent Establishment	01201	A01151	
Pay of Temporary Establishment	01201	A01151	
Pay of Contract staff		A01156	
TOTAL BASIC SALARY			
House Rent Allowance	02200	A01202	
Conveyance Allowance	02300	A01203	
Dearness Allowance	02500	A01205	
Local Compensatory Allowance	02600	A01206	
Washing Allowance	02700	A01207	
Dress Allowance	02800	A01208	
TOTAL REGULAR ALLOWANCE			
Overtime Allowance	03100	A01271	
Night duty Allowance	03200	A01272	
Honoraria	03300	A01273	
Medical Charges Allowance	03400	A01274	
Rest and Recreation Allowance	03500	A01275	
Hill Allowance		A01211	
Fix T.A		A01243	
Leave Salary	03800	A01278	
TOTAL OTHER ALLOWANCES (Excl: T.A)			
Grand Total-Est: Charges			
Deduct:			
*General Provident Fund……………………	1503000	G06103	
Contributory Provident Fund ……………	1523000	G06123	
*Benevolent fund (Federal Govt)……….	3315001	G06202	
Postal Life Insurance Fund ………………			
Income Tax F.Govt. Employee ………….	0118100	B01187	
Deduction at Source …………………………	172000	B01603	
*Deduction of advances and Recoveries			
Advance of Pay ………………………………			
House Building Advance …………………	2251000	E02501	
Motor Cycle Advance ………………………	2253000	E02503	
Cycle Advance ………………………………	2254000	E02504	
House Rent 5% ………………………………	1241110	C02701	
Recoveries of overdraw/Overpayments			
Court Attachment Order ………………….			
Total Deductions …………………......……			
Net Total ………………………………………			

- Code number applicable to Government servant be inserted from codes given on reverse.

Serial Number	Section of Establishment and name of incumbents	Substantive pay (Personal pay) special pay of officiating pay if any should also be shown in this column as a separate enter below substantive pay	House rent allowance	Conveyance allowance	Local compensatory allowance / Dearness allowance	Hill Allowance	Washing allowance	Overtime allowance / Night duty allowance	Honoraria / Medical allowance	Fix T.A	Rest and recreation allowance	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

General Provident Fund / Contributory Provident Fund	Benevolent Fund	Postal Life Insurance Fund	Income Tax	Trade Tax	House Building Advance	Motor Cycle Advance	Cycle Advance	House Rent	Recoveries of Overdraw / Court attachment order	Total Deduction	Net amount payable	Remarks	Acquisitions
									DEDUCTIONS AND RECOVERIES				
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
General Provident Fund / Contributory Provident Fund	Benevolent Fund	Postal Life Insurance Fund	Income Tax	Trade Tax	House Building Advance		Cycle Advance	House Rent	Recoveries of Overdraw / Court attachment order	Total Deduction	Net amount payable	Remarks	Acquisitions
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)

Total [Column (11)] Deduct undiscussed salary as detailed below Rs._____ Ps _____ Deduction: Column (22) Total _____	1. Received contents and certified that I have satisfied myself that all emoluments included in this bill drawn one month/two/three months previous to this date, with the exception or those detailed below of which the total has been refunded by deduction from this bill have been disbursed to the proper persons and that their acquaintances have been taken and field in my office with receipt stamp-duly cancelled for every payment in excess of twenty rupees.	General Provident fund (Civil) General Provident fund Post Office General Provident fund (Rail Ways) General Provident Fund (Tele Graph and Telephone)	

Net amount required for payment _____ (In words) Rupees _____			

DETAILS OF PAY OF ABSENTEES REFUNDED

Section of Establishment	Name of Incumbent	Period	Amount Rs.	Ps.

1. Received contents and certified that I have satisfied myself that all emoluments included in this bill drawn one month/two/three months previous to this date, with the exception or those detailed below of which the total has been refunded by deduction from this bill have been disbursed to the proper persons and that their acquaintances have been taken and field in my office with receipt stamp-duly cancelled for every payment in excess of twenty rupees.

2. Certified that no person has been absent either on other duty or suspension or without leave (except on casual leave) during the month of _____

3. Certified that no leave has been granted until be reference to the applicant's service book, leave accounts and to leave rules applicable to him. I had satisfied myself that it was admissible and that all grants of leave and departures on and returns form leave and all period of suspension and other duty and other leaves which are required under the rules to be recorded have been recorded in the service books and leave accounts under my attestation

4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the service books of the persons concerned under my attestation.

5. Certified that each official for whom house rent allowance / conveyance allowance has been claimed in this bill:-

   a) has neither been provided with accommodation the Government nor sharing and such accommodation with another allottee without necessary permission of the Estate Officer and is to occupation of rent free Government Quarter:
   b) his/her/wife/husband is not in the service of the Federal/Provincial Government/Autonomous Body.
   c) his/her/wife/husband is in the service of the Federal/Provincial Government/Autonomous Body, is not in receipt of house rent allowance
   d) has not been residing within work premises.
   e) Is maintaining a motor cycle which is registered in his/her name or in the name of his/her spouse who is not drawing motor cycle allowance.

Federal Government Employees Benevolent Fund (Civil)

Federal Government Employees Benevolent Fund (Defense)

Federal Government Employees Benevolent Fund (Post Office)

Railway Employees Benevolent fund

Federal Government Employees Benevolent Fund (Telephone And Telegraph)

Objection Book Advances (Civil)

Objection Book Advances (Post Office)

Advances Recovered Defense

Objection Book Advances (Rail ways)

Station_____

Date_____

Signature
Designation of the Drawing Officer

Not Payable Before:
Pay Rs. _____ Rupees _____

District Accounts Officer

Treasury Officer

Assistant Accounts Officer

Assistant Accountant General

For use in Accountant General's Officer
_____

Objected Rs. _____

Auditor   Superintendent

Assistant Accounts Officer
Assistant Accountant General