

Contents Received
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 is claimed in this bill has actually been on duty or authorised leave, as the case may, during the period for which his pay or leave for 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 G.O.(P).....Fin./dated..... has been drawn and credited to the GPF accounts of the incumbents concerned.

Signature :

Place : Name :

Date : Seal Designation :

NB: if any certificate is required to be attached in the bill, it should be written, giving Sl.No.starting from (vii)

SPACE FOR ENDORSEMENT

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 messenger

SPACE FOR COUNTERSIGNATURE

Signature of countersigning Authority with Name,Designation and Date.

Allotment Details(For wages claim)	Total Number of Employees, Category wise
Appropriation for current year :	₹
Expenditure excluding the bill :	₹
Expenditure including the bill :	₹
Balance :	₹

Signature

Commonly used Dues and Deduction and Deductions Code

Code	Description	Code	Description	Code	Description	Code	Description
01	Pay	301	FBS	102	HBA	123	KPCNSPF
22	DA	302	House Rent	105	MCA	124	Panchayat Emp. PF
23	HRA	303	LIC	107	Other Conveyance	126	contri.Prov.Pension Fund
24	CCA	304	PDA Hantex	109	Int.Free Advance	127	KASRSEPF
04	TP	305	Hanveev	110	Warm Clothing	128	contingency Emp.Pf
03	Personal Pay	307	PLI	116	Int on HBA	325	Pension contri./LS of LB
90	PTA	309	AIS GI	117	Int on MCA	701	GPF
08	PCA	311	Income Tax	429	Co-operative dues	129	SLI
99	Interim Relief 1	314	CCD	119	KPEC & PPSPF	324	Group Insurance
98	Interim Relief 2	315	CrCD	120	KASEPF	704	Cycle Advance
002	Festival Advance	321	TC to SB	121	NMRPF	705	Mosquito Net Advance
001	Pay Advance	327	DTO PD	123	KPCSPF		

Below ₹ 125367 Rupees One Lakh Twenty Five Thousand Three Hundred And Sixty Seven
Form TR 51 . MLA HOSTEL

[See Rule 169(b) of KTC Vol 1]

DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT/WAGES

EARNED LEAVE SURRENDER BILL OF THE EMPLOYEES

Name Of Treasury: Sub Treasury,Legislative Complex (0109)

Computer Sequence No./Token No. Date
Scroll No:

Dept Code: 67F DDO Code: 0109-67F-002
Name of Office: MLA Hostel, Thiruvananthapuram
Bill No:

Head of Account 2011-02-104-99-00-01-01 LH Plan(P)/Non-Plan(N) N Voted(v)/Charged(c) V
SALARIES CPS/CSS: Ratio:

Received for the Month: 12 Year 2022

ABSTRACT OF THE BILL

CODE	A. DUES	Total in ₹	CODE	B. DEDUCTIONS	Total in ₹
01	Pay/LS/SP/Wages/TP	107150	701	GPF & ADA	
22	DA/ADA	7501	701	GPF Loan	
23	House Rent Allowance	10715	129	SLI	
24	CCA	0	324	GIS	
	Special Leave Salary		704	Cycle Advance	
002	Festival Advance		116	HBA(int)	
001	Salary Advance		117	MCA(int)	
			102	HBA	
			105	MCA	
			301	FBS	
			311	Income Tax	0
				Leave Surrender to PF	0

Total A Gross 125366
Total B 0
Total = A - B 125366
Total B 0
Received ₹ 125366

Rupees One Lakh Twenty Five Thousand Three Hundred And Sixty Six

Signature, Name and Designation of Drawing and Disbursing Officer

FOR TREASURY USE ONLY

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

Accountant Treasury Officer

Received Pay Order Cheque Pay Order Cheque issued by

Signature of Recipient Accountant

Spark Code : 54444979778791896898

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DDO Code : 0109-67F-002

SURRENDER LEAVE SALARY																	
SI No	PEN	NAME	RATE					SURRENDER									
			BASIC	DA	HRA	CCA	TOTAL	DAYS	BASIC	DA	HRA	CCA	TOTAL	INCOME TAX DEDUCTION	Amount to be credited to PF	PF Account No	NET TOTAL
Sanitation Worker (State-23000-50200)																	
1	821361 (683/2017)	SANDHYAMMA O	26500	1855	2650		31005	30	26500	1855	2650		31005	0	0		31005
2	821472 (683/2017)	NAVEEN JAMES NORONA	26500	1855	2650		31005	30	26500	1855	2650		31005	0	0		31005
3	836090	PRADEEP S	23700	1659	2370		27729	15	11850	830	1185		13865	0	0		13865
Sweeper (State-23000-50200)																	
4	821366 (683/2017)	SUMA M T	26500	1855	2650		31005	30	26500	1855	2650		31005	0	0		31005
5	904106	ARUNKUMAR K R	23700	1659	2370		27729	20	15800	1106	1580		18486	0	0		18486

Total ₹ 125366

Rupees One Lakh Twenty Five Thousand Three Hundred And Sixty Six

Note:- (1) In Column number Pay leave salary,PP,personnel pay etc as the case may be, should be shown below one by seperately. (2) advance pay/onam advance should be shown in the detail of the bill. (3) LIC should be shown as recovery only (4) Abstract expenditure for PCA/PTA should attached with the bill, when PCA/PTA is claimed. (5) Use deduction code of Head of account on abstract.