

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 ₹ 328525 Rupees Three Lakh Twenty Eight Thousand Five Hundred And Twenty Five
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: 4 Year 2022

ABSTRACT OF THE BILL

CODE	A. DUES	Total in ₹	CODE	B. DEDUCTIONS	Total in ₹
01	Pay/LS/SP/Wages/TP	285200	701	GPF & ADA	
22	DA/ADA	19964	701	GPF Loan	
23	House Rent Allowance	23360	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 328524
Total B 0
Total = A - B 328524
Total B 0
Received ₹ 328524

Rupees Three Lakh Twenty Eight Thousand Five Hundred And Twenty Four

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 : 82378679779587846477

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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	857895	REMADEVI K	25100	1757	2510		29367	30	25100	1757	2510		29367	0	0		29367
2	857896	BINDUMOL T K	25100	1757	2510		29367	30	25100	1757	2510		29367	0	0		29367
3	857899	SURESH THEKKATHEL	25100	1757	2510		29367	30	25100	1757	2510		29367	0	0		29367
4	857903	VINEETHA P B	25100	1757	2510		29367	30	25100	1757	2510		29367	0	0		29367
Sweeper (State-23000-50200)																	
5	769701	Hyroonneesa Beegom A	27200	1904	2720		31824	30	27200	1904	2720		31824	0	0		31824
6	769702	Ajitha S	27200	1904	2720		31824	30	27200	1904	2720		31824	0	0		31824
7	769704	Vijayalekshmy G	27200	1904	2720		31824	30	27200	1904	2720		31824	0	0		31824
8	769705	Sivajothy V P	27200	1904			29104	30	27200	1904			29104	0	0		29104
9	769706	Sathma A	27200	1904	2720		31824	30	27200	1904	2720		31824	0	0		31824
10	868688	NAJIMA P	24400	1708	2440		28548	30	24400	1708	2440		28548	0	0		28548
11	868689	ANNAMMA D	24400	1708			26108	30	24400	1708			26108	0	0		26108

Total ₹ 328524

Rupees Three Lakh Twenty Eight Thousand Five Hundred And Twenty Four

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.