

Below Rs. .... (Rupees ..... only)

**TR 46**

See Rule 164(a)

**BILL FOR PAY AND ALLOWANCES/LEAVE SALARY OF A GAZETTED OFFICER**

Name of Treasury...

Computer Sequence No./Token No:  Date:   
 Scroll No...  voucher no.....of I / II LOP

SDO Code:  Name : .....  
 Designation  ..... G.E.No : .....  
 Name of Office : .....

Head of Account: ..... Plan (P)/ Non Plan (N) ..... Voted (V)/Charged (C)

Received for the Period: From: /...../..... To: /...../.....

A. Amount due		Rate	Amount	B. Deductions		Rate	Amount
Pay/Duty pay				GPF			
Leave Salary				GPF (Loan Recovery)			
Special pay				GPF (Arrear DA)			
Personal pay				GPF (ADA)			
				Group Insurance			
				State Life Insurance			
				SLI (Loan Recovery)			
Dearness Allowances							
House Rent Allowance							
CCA				HBA 1			
PTA				HBA 2			
PCA				HBA Additional			
				HBA Interest			
				MCA			
Deduct Advance drawn				MCA Interest			
				FBS			
<b>Total Claim .A.</b>				PLI			
<b>Total . B.</b>				Rent			
<b>Net Claim = A - B</b>				Income Tax			
				LIC			
				Computer Advance			
				<b>Total B.</b>			

Received Rs ..... (Rs..... only)  
 in CASH /TC to TSB: .....

Station: ..... Signature: .....  
 Date: ..... Designation: .....

**SPACE FOR ENDORSEMENT**

Please pay the amount to Sri/Smt .....  
 Whose signature is attested below .

Com. P. ed,  
 Stamp  
 Sign messenger

Signature of the messenger ..... Signature of the Drawing Officer .....

**FOR TREASURY USE ONLY**

Pay Rs ..... (Rupees ..... only) in CASH, Rs..... (Rupees..... only) by RBR and Rs..... (Rupees..... only) by TC.  
 POC NO: ..... Date:...../...../.....

Accountant ..... Treasury Officer .....

Received Pay Order Cheque ..... Pay order cheque issued by .....

Signature of Recipient ..... Accountant .....

Note : Govt. accept no responsibility for any fraud or misappropriation in respect of money or draft made over to messenger

**CERTIFICATE FOR CLAIMING HRA** : I certify that I do not occupy Govt. quarters during the period for which HRA is claimed in this bill.

Date :

Signature :

---

**LIFE CERTIFICATE** referred in no.7:Sri/Smt.....is alive on this.....(date).

Station :

Signature.....

Date :

Designation.....

**Space for additional certificates**

---

**Allotment Details** (For PTA, PCA claim)

Appropriation for current year : Rs .....  
Expenditure excluding the bill : Rs .....  
Expenditure including the bill : Rs .....  
Balance : Rs .....

Signature of drawing officer

**DIRECTIONS FOR USE**

1. A salary may be encashed to a banker or other recognised Agent and submitted for collection through such Banker or Agent, if the Officer desires so
2. An officer appointed to the Govt. service must furnish a certificate that he has submitted proposals for SLI (Official Branch), and applied for admission to the GPF as per rules.
3. Income Tax should be deducted as per rules.
4. Leave salary/transit pay should be claimed after getting pay slip from the AG.
5. Copy of LPC/Pay slip should be attached with the bills as per rules.
6. The details of salary encashed should be informed to the head of office with copy of FBS schedule.
7. An officer who signs his own bills while absent on leave must either present it in person or furnish the above life Certificate, signed by a responsible officer of govt. or some other well known and trustworthy person known to the Treasury Officer.
8. If conveyance allowance is claimed in this bill, a certificate as per rules should be furnished.

---

**FOR THE USE OF AG'S OFFICE**

Classifications

Details of objection

Debit

Chargeable:

Credit

Head of account:

Total amount of bill

Payable.....Treasury

Admitted

Passed for Rs.....

Disallowed

(Rupees.....)

Objected See details of objection.

Retrenchments slip No. GA.....dated.....

Or objection slip No.....dated.....

Auditor

Trivandrum:

AAG

Dated:

**Supdt**

**AAG**

