	SEE RU PAY	LE 66(1) BILL																													
						%		s	<u>n</u>									RECOVE	RY											#	(0 B
SI. Section of No Establishment ande name of incumbent	Pay	Grade Pay	Total	Spl. Pay D.A.	S.C.A.	H.R.A.10 %	P.P/FPA	Allowances	N.IM Allalice	W.A.	TOTAL	A/C No.	G.P.F.	Imp. D.A 72%	G.P.F.(R)	Ŧ	"	H.B.A.(P)			Adv(P) Scoo.			-	LIC(HBA) I	LIC(HBA)P	Р.ТАХ	L/Fee	Total Deduction	Net Amount Payable	REMARKS Acquitance
1 2	3	4	5	6 7	8	9	10	11 1			14	15	16	17	18	19	20	21 22	23 2	4 2	5 2	3 27	28	29	30	31		33	34	35	25.
	Rs.	Rs.	Rs.	Rs. Rs.	Rs.	Rs.	Rs.	Rs. R	s. F	₹s.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs. Rs.	Rs. F	s. R	s. R	. Rs	. Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
SUPERINTENDENT OF	EXCISE & N	IARCOTI					00-640	00																							
1 R.LALDINSANGA	24670	5400			7 2600						70257	EXE(MZ)294	7000	23454		280	120											550	31404	38853	
1 (ONE) HEAD ASSIST	ANT & OTH																														
2 T.HNIARMENI	22160	4600			0 2000							Vety(MZ)498	1000			210													25172	39714	
3 LALRENGPUIA	20310	4600			7 2000							EXE(MZ)302	3000			210					_			ļ				250	22979	35838	
4 JOSEPH LIANMAWIA	19520	4400	23920	2990	0 2000	2392	!	7	'10	60	58982	EXE(MZ)262	3000	18657		210	90							ļ	2323	5			24280	34702	
							L																								
	11			2(TWO) UDO				9300-34	<u>800+</u>												_			ļ							
6 C.RALTAWNA	17150	4400		0+750 2693								EXE(MZ)274	5000			210													23079	30313	
7 S.DUHPARI	15480	4400					250					EXE(MZ) 283	4000			210									1659				23965	25003	
8 THANGKHUMA	14940	4400			5 2000		400					EXE(MZ)276	1000			210								ļ				250	16635	30050	
9 LALNUNMAWIA	14530	4400	18930	2366	2 2000) 1893		7	'10	60	47255	EXE(MZ)284	5500	14765	2500	210	90	1600											24665	22590	
												, ,			ı	,									1						
1 (ONE) W/O & OTHERS																								ļ							
10 ZORAMHMANGAIHI RALT		2400				1259						EXE(MZ) 567	1000		2000			1600						ļ					14620	16966	
11 K.CHHUAHMO	10370	2800			2000							EXE(MZ) 288	1000			140								ļ	1327				12799	20920	
12 RANGKHUMA SAILO	11030	2400										EXE(MZ) 323	1000			140	-								1728				13403	20927	
13 L.THIANGHLIMA	11220	2400	13620	1702	5 2000	1362		7	'10	60	34777	EXE(MZ) 280	1100	10623		140	60								1327	1			13250	21527	
																					_										
										_																					
							<u> </u>			_														1		1					
																												1			

January

33600 185767 10000 2310 990 3200 970

33600 185767 10000 2310 990 3200 970

FOR THE MONTH OF

0 4970 420 583654

0 4970 420 583654

G.A.R. 13

Total

GRAND TOTAL

191570

191570

46400 238920

46400 238920

0 297709 24600 16385 650

0 297709 24600 16385 650

(Rupees three lakhs thirty seven thousand four hundred three) only

1050

1050

246251

246251

337403

337403

YEAR

0 0

0 0

8364

8364

2017

Certified that I have satisfied myself that-

- (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions
- attached to the payment of various allowances have been duly complied with in all cases:
- (b) The claims have been made against sanctioned posts (Details of cases, if any, where claims

have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the

- in the related service books.
- (c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill
- (d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
- (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and thatthe emoluments drawn are according to the relevant rules and orders.

Station	Signature
Date	Designation of Drawing and Disbursing Officer

(to be filled by PAO only)

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

	Oπice concerned.								
PAO Suspense Transaction adjustable by other Accounts Offices PAO CODE	In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspens permanent transfer and first appointment which find no place in the increment certificates or absent statement.								
MH Serial Rs.	10. The pay bill should be accompanied by a copy of the L.P.C. and absentee	statement where necessary							
	11. The following abbreviations should be used in this and all other documents s	ubmitted with pay bills:							
	Earned Leave	E.L.							
	Half Pay Leave	H.A.P.							
	Leave Salary	L.S.							
	Conveyance Allowance	C.A.							
	House Rent Allowance	H.R.A.							
	Under Suspension	S.P.							
	On Foreign Service	F.S.							
	Vacant	Vac.							
	Last Pay Certificate	L.P.C.							
(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)	Subsistance Grant	S.G.							
II—Total deductions/recoveries	Transit Pay	T.P.							
	Motor Car Advance	M.C.A.							
III—Net amount (I minus II) required for payment by—	House Building Advance	H.B.A.							
	Central Government Employees Insurance Scheme	C.G.E.LS.							
(i) cheque for self/as per details given in the bill	Central Government Employees Group Insurance Scheme	C.G.E.G.I.S							
	Postal Life Insurance	P.L.I.							
(ii) Demand Draft in favour of at at	On other Duty	O.D.							
	Central Government Health Scheme	C.G.H.S.							

III. Post check of Voucher received from Cheque Drawing DDOs

Instruction for Preparation of Pay Bill

(iii) Group 'D' employees;

1. A separate pay bill should be prepared for:—

totals of various columns shown in red ink.

Government servant after transfer is recorded

prepared for claiming arrears.

(i) establishments whose charges are debitable to different heads of account,

(ii) group of personnel to whom salary is payable individually by cheque, and

But the same bill may include both permanent and temporary establishments.

year (s) are to be classified as revenue-receipts of the Ministry/Department.

7. The deductions of surcharge should be made at the prescribed rate.

purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving

complete details of deductions head-wise should be prepared separately for each Accounts

3. The names of persons 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 persons officiating in the

servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the

of the incumbents and also other connected details of the claim should be shown in red ink in the respective

columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the not amount required for payment would then be worked out. The bill No. and date in which the amount being

refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and

G.P.F. advance recoveries separately. 'The schedule of interest receipts should contain complete details of

recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and

advances deductions should show separately, the deductions on account of H.B.A., M.C.A advances for the

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be

5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation

4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government

JAO/AAO AG/PAO

Post check of Pre-checked voucher

Admitted Rs. ..

Objected Rs. . (with brief reason)

G.A.R. 13

[See Rule 66(1)]

emanu /	
Frant No.	007

Treasury Officer / PAO

	PAY BIL	_L		Grant No. OO7
Name of the Office ; Su	perintendent of Excise & Narcotics, Saiha Dis	trict. Saiha	Bill No. and date	Treasury Code 99906
Period of Payment			Token No. and date	<u></u>
Category	Classification of Expenditure			
3 2	03900001020001	Rs	DDO code No.	Bank Code
Major Head			107004	5 8 2 2
Grant No. 900 Abstract of the claim and	other particulars Deductions .	recoveries adjustat	ole in the books of Treasury/PAO	
	other than Corporation Tax.	•	6216-Loan for housing	
Income Tax	00210010200000		(1)-HUDCO 6 2 1 6 0 2 2 0	1 0 0 0 0 0 0
0028-Taxes			(2)-LIC 6 2 1 6 0 2 1 9	0 0 1 0 0 0 0
P. Tax	0 0 2 8 0 0 1 0 7 0 0 0 0 0 0		Grant No. 800	
			8009-SPF	
0049—Interest Receipts (i) Interest on HBA	0 0 4 9 0 4 8 0 0 0 1 0 1 0 0	970	GPF 8 0 0 9 0 1 1 0 (subs.+imp.+rec.)	1 0 0 0 0 0 0 229367
.,		970		
(ii) Interest on MCA	0 0 4 9 0 4 8 0 0 0 1 0 2 0 0		8011- Isurance & pension Fund MSGESIS	
(iii) Interest on Sco.Adv	0 0 4 9 0 4 8 0 0 0 1 0 3 0 0		IF 8 0 1 1 0 0 1 0	7 0 0 0 1 0 0 2310
(iv) Interest on PCA	0 0 4 9 0 4 8 0 0 0 1 0 4 0 0		SF 8 0 1 1 0 0 1 0	7 0 0 0 2 0 0 990
(v) Interest on LIC	0 0 4 9 0 4 8 0 0 0 1 0 6 0 0	8364	0071- C&R P&ORB	
(vi) Interest on HUDCO	0 0 4 9 0 4 8 0 0 0 1 0 5 0 0		NPS [0 0 7 1 0 0 5 0	0 0 0 0 0 0 0
0216-Housing			Misc. recoveries to be taken as red the service Major Head payment n	
Licence fee 7610-Loan to Govt. serv	021601106000000	1050		
(i) HBA	7 6 1 0 0 0 2 0 1 0 2 0 0 0 0	3200	To be used only when the amount	refunded
(ii) Advance for	761000202010000		relates to previous financial year(s)	
purchase of motor car	7 0 1 0 0 0 0 2 0 2 0 1 0 0 0 0			
			Deduction/recoveries adjustable by	other Accounts Officer
(iii) Advance for purchase of Scooter	761000203010000		Grand Total Rs.	583654
(iv) Advance for	7 6 1 0 0 0 2 0 4 0 1 0 0 0 0		Total Decuction	246251
purchase of personal com				
Other Deduction			Net payable Rs.	337403
II DAY ODDE		SURY OFFI	CE/ PAY AND ACCOU	JNTS OFFICE
II. PAY ORDEI	K			
Pay Rs	Rupees			
			Category Cheque No.	Date Amoun
to	(DDO by			
designation)vide details g	iven in the			
bill/Officers listed inside th	na hill			
(crossed A/C payee chequ				
-				
)			
indicated after delivery.				
T.A. / PAO	TREA	ASURY OFFICER	/ P.A.O.	
			DETAILS OF CHEQUE CANCELL	.ED
			Category Cheque No.	Date Amoun

		G.A.I SEE RU PAY	LE 66(1)										FOR T	HE MONTH OF				Janua	ary								YEAR	!	20	17				
											w									RECC)VER	Y												
SI. No	Section of Establishment ande name of incumbent	Pay	Grade Pay	Total	Spl. Pay	D.A. 113 %	S.C.A.	H.R.A.10 %	P.P/FPA	Ration Allowances	K.M Allances	W.A.	TOTAL	A/C No.	G.P.F.	Imp. D.A 72%	G.P.F.(R)	보	S.F.	H.B.A.(P)	H.B.A(Int)	MCA(I)	Scoo. Adv(P)	Scoo. Adv(I)	PCA(P)	PCA(I)	Hudco(I)	LIC(HBA) I	LIC(HBA)P	P.TAX	L/Fee	Total Deduction	Net Amount Payable	REMARKS Acquitance
1	2	3	4	5	6	7	8	9		11		13	14	15	16	17	18	19		21	22	23 24	25	26			29	30	31		33	34	35	25.
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs. Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
		11 (Eleve		BILL N TABLES			1900, 5	5200 - 2	2000, 2	2000 -	20200)																						
1	J.VANINMAWIA	10410	2400	12810			2000				710		32873	EXE(MZ) 238	1000	9991		140	60										1327			12518	20355	
2	C.THANHNUNA	8970	2400	11370			2000				710			EXE(MZ) 239	4000	8868	2000	140	60													15068	14421	
3	R.VANLALZIKA	10600	2400	13000		16250	2000	1300			710	60	33320	EXE(MZ) 240	3000	10140		140	60										1327			14667	18653	
4	CL.CHHANDAMA	9980	2000	11980		14975	2000	1198			710	60	30923	EXE(MZ) 298	1000	9344		140	60									946	i '			11490	19433	
5	N.NUNGO	9980	2000	11980	0+120	14975	2000	1198			710	60	31043	EXE(MZ) 295	3000	9344		140	60	1200									$\overline{}$			13744	17299	
6	F.LALTHIANGHLIMA	9980	2000	11980		14975	2000	1198			710	60	30923	EXE(MZ) 100	1500	9344		140	60										1327			12371	18552	
7	R.BIAKZUALA	9620	1900	11520		14400	2000	1152			710	60	29842	EXE(MZ) 297	1000	8985	1500	140	60													11685	18157	
8	R.LALSANGLIANA	9820	2000	11820		14775	2000				710	60	29365	EXE(MZ) 202	2000	9219		140	60									946			400	12765	16600	
9	C.LALNGAIHAWMA	9820	2000	11820		14775					710			EXE(MZ) 519	1500	9219		140	60										'		250	11169	18196	
10	THANGLENMAWII	9020	2000	11020			2000				710			EXE(MZ) 314	1500	8595		140	60										'			10295	18372	
11	LALREMLIANA SAILO	7110	1900	9010		11268	2000	901			710	60	23949	EXE(MZ)521	2000	7027	2500	140	60										'			11727	12222	
		 																																
																													└─ ─'					
	S(THREE) IV-GRADE ON																												 -'					
	DUHAWMA	10840	2000	12840		16050								EXE(MZ) 277	2000	8089	2000												<u></u> '			12189	20045	
	A.TIALHUPA	10440	2000	12440		15550	2000							EXE(MZ) 285	1000	7837			30						\vdash				——'			8937	22357	
12	F.LALROTHUAMA	9230	1800	11030		13787	2000	1103				60	2/980	EXE(MZ) 313	2000	6948		70	30		+		+									9048	18932	
	Total	135820	28800	164740	0	205779	28000	14098	0	0	7810	840	421267	0	26500	122950	8000	1750	750	1200	0	0 0	0	0	0	0	0	1892	3981		650	167673	253594	,
	Grand Total	135820	28800	164740	0	205779	28000	14098	0	0	7810	840	421267	0	26500	122950	8000	1750	750	1200	0	0 0	0	0	0	0	0	1892	3981		650	167673	253594	

(Rupees two lakhs Fifty three thousand five hundred ninety four) only

Certified that I have satisfied myself that-

- (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions
- attached to the payment of various allowances have been duly complied with in all cases;
- (b) The claims have been made against sanctioned posts (Details of cases, if any, where claims
- have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the
- in the related service books
- (c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill
- (d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
- (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and thatthe emoluments drawn are according to the relevant rules and orders.

Station	Signature		
Date	esignation of Drawing	and Disbursing	Officer

(to be filled by PAO only)

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

permanent transfer and first appointment which find no place in the increment certificates or absentee statement. 10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necess 11. The following abbreviations should be used in this and all other documents submitted with pay bills: 11. The following abbreviations should be used in this and all other documents submitted with pay bills: 12. Earned Leave Half Pay Leave Half Pay Leave Half Pay Leave Half Pay Leave House Rent Allowance House Rent Allowance Under Suspension On Foreign Service Vacant Last Pay Certificate Vac. Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Mcor Car Advance House Building Advance Central Government Employees Insurance Scheme Permanent transfer and first appointment which find no place in the increment certificates or absentee statement. 10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necesses 11. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 11. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 11. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 12. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 12. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 12. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 12. The following abbreviations should be accompanied by a copy of the L.P.C. and absentee statement where necesses 12. The following abbreviations should be accompanied by bills: 11. The following abbreviations should be accompanied by belieus 12. The following abbreviations should be accompanied by bill		Office concerned.								
11. The following abbreviations should be used in this and all other documents submitted with pay bills: Earned Leave Half Pay Leave Half Pay Leave Leave Salary Conveyance Allowance H.R.A. Under Suspension On Foreign Service Vacant Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Transit Pay Motor Car Advance H.B.A. III—Net amount (I minus II) required for payment by— House Building Advance H.B.A. Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.LS Condend Draft in favour of	• • • • • • • • • • • • • • • • • • • •	In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension permanent transfer and first appointment which find no place in the increment certificates or absentee statement.								
Earned Leave Half Pay Leave HA.P. Leave Salary L.S. Conveyance Allowance CA. House Rent Allowance H.R.A. Under Suspension S.P. On Foreign Service Vacant Vac. Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) Subsistance Grant Transit Pay T.P. III—Total deductions/recoveries McC.A. III—Net amount (I minus II) required for payment by— House Building Advance (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of	MH Serial Rs.	10. The pay bill should be accompanied by a copy of the L.P.C. and absentee	statement where necessary.							
Half Pay Leave Leave Salary L.S. Conveyance Allowance House Rent Allowance House Rent Allowance Under Suspension On Foreign Service Vacant Last Pay Certificate Leave Salary On Foreign Service Vacant Last Pay Certificate L-P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) Under Suspension S.P. Transit Pay Vac. Last Pay Certificate L-P.C. (d) Defunct—Undisbursed amount(s) (Please see Instruction No. 5) Under Suspension No. 6 H.R.A. Vac. Last Pay Certificate L-P.C. (d) Defunct—Undisbursed amount(s) (Please see Instruction No. 5) Under Car Advance Motor Car Advance House Building Advance Central Government Employees Insurance Scheme C.G.E.LS (i) Cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of		11. The following abbreviations should be used in this and all other documents s	ubmitted with pay bills:							
Leave Salary Conveyance Allowance House Rent Allowance House Rent Allowance Under Suspension S.P. On Foreign Service Vacant Last Pay Certificate Least Pay Certificate L.S. Conveyance Allowance Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries III—Not amount (I minus II) required for payment by— House Building Advance House Building Advance (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of		Earned Leave	E.L.							
Conveyance Allowance House Rent Allowance House Rent Allowance House Rent Allowance Under Suspension S.P. On Foreign Service Vacant Last Pay Certificate Last Pay Certificate Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Motor Car Advance Motor Car Advance Motor Car Advance Motor Car Advance House Building Advance (i) cheque for self/as per details given in the bill Central Government Employees Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of		Half Pay Leave	H.A.P.							
House Rent Allowance Under Suspension S.P. On Foreign Service Vacant Vac. Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Transit Pay Motor Car Advance Motor Car Advance III—Net amount (I minus II) required for payment by— House Building Advance (i) cheque for self/as per details given in the bill Central Government Employees Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of		Leave Salary	L.S.							
Under Suspension On Foreign Service Vacant Vac. Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Subsistance Grant Transit Pay T.P. Motor Car Advance House Building Advance (i) cheque for self/as per details given in the bill Central Government Employees Insurance Scheme C.G.E.LS (ii) Demand Draft in favour of		Conveyance Allowance								
On Foreign Service Vacant Vac. Last Pay Certificate L.P.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) Subsistance Grant Transit Pay T.P. Motor Car Advance House Building Advance (i) cheque for self/as per details given in the bill (ii) Demand Draft in favour of										
Vacant Last Pay Certificate LP.C. (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) Subsistance Grant Transit Pay T.P. Motor Car Advance Motor Car Advance M.C.A. III—Net amount (I minus II) required for payment by— House Building Advance Gentral Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I Postal Life Insurance On other Duty O.D.		·								
Last Pay Certificate (c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Motor Car Advance House Building Advance (i) cheque for self/as per details given in the bill (ii) Demand Draft in favour of		On Foreign Service								
(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) III—Total deductions/recoveries Subsistance Grant Transit Pay T.P. Motor Car Advance House Building Advance H.B.A. Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I Postal Life Insurance Postal Life Insurance On other Duty O.D.										
Transit Pay T.P. Motor Car Advance M.C.A. III—Net amount (I minus II) required for payment by— House Building Advance Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I. Postal Life Insurance Postal Life Insurance On other Duty O.D.		•								
Motor Car Advance House Building Advance H.B.A. Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I. Postal Life Insurance On other Duty O.D.	***									
House Building Advance H.B.A. Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I Postal Life Insurance P.L.I. (ii) Demand Draft in favour of	II—Total deductions/recoveries	Transit Pay	T.P.							
Central Government Employees Insurance Scheme C.G.E.LS (i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme C.G.E.G.I Postal Life Insurance P.L.I. (ii) Demand Draft in favour of		Motor Car Advance	M.C.A.							
(i) cheque for self/as per details given in the bill Central Government Employees Group Insurance Scheme Postal Life Insurance P.L.I. On other Duty C.G.E.G.I. On other Duty	III—Net amount (I minus II) required for payment by—	House Building Advance	H.B.A.							
Postal Life Insurance P.L.I. (ii) Demand Draft in favour of		Central Government Employees Insurance Scheme	C.G.E.LS.							
(ii) Demand Draft in favour of	(i) cheque for self/as per details given in the bill	Central Government Employees Group Insurance Scheme	C.G.E.G.I.S.							
· · · · · · · · · · · · · · · · · · ·		Postal Life Insurance	P.L.I.							
Central Government Health Scheme C.G.H.S.	(ii) Demand Draft in favour of at	On other Duty	O.D.							
		Central Government Health Scheme	C.G.H.S.							

III. Post check of Voucher received from Cheque Drawing DDOs

Instruction for Preparation of Pay Bill

(iii) Group 'D' employees;

1. A separate pay bill should be prepared for:—

totals of various columns shown in red ink.

Government servant after transfer is recorded

prepared for claiming arrears.

(i) establishments whose charges are debitable to different heads of account, (ii) group of personnel to whom salary is payable individually by cheque, and

But the same bill may include both permanent and temporary establishments.

year (s) are to be classified as revenue-receipts of the Ministry/Department.

7. The deductions of surcharge should be made at the prescribed rate.

purchase of other Motor conveyances other conveyances etc. etc.

(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving

complete details of deductions head-wise should be prepared separately for each Accounts

3. The names of persons holding posts substantively should be entered in order of seniority (as measured by

4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government

5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation of the incumbents and also other connected details of the claim should be shown in red ink in the respective

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be

8. (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and

G.P.F. advance recoveries separately. 'The schedule of interest receipts should contain complete details of recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances

for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and

advances deductions should show separately, the deductions on account of H.B.A., M.C.A advances for the

substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the

servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the

columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the

not amount required for payment would then be worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in the 'Remarks' column. Refunds relating to previous financial

JAO/AAO AG/PAO

Post check of Pre-checked voucher

Admitted Rs.

Objected Rs. (with brief reason)

G.A.R. 13

[See Rule 66(1)] **PAY BILL**

Dema	nd /	
Grant	No.	007

Name of the office; So	upreintendent of Excise & Noarcotics, Saiha District. Saiha.	Bill No. and date	Treasury Code 999106
Period of Payment		Token No. and date	
Category	Classification of Expenditure		
3	203900001020001 Rs	DDO code No.	Bank Code
Major Head		1 0 7 0 0 4	5 8 2 2
Grant No. 900 Abstract of the claim ar	nd other particulars Deductions/recoveries adjus	stable in the books of Treasury/PAO	
0021—Taxes on Incor	ne other than Corporation Tax.	6216-Loan for housing	
Income Tax	0 0 2 1 0 0 1 0 2 0 0 0 0 0	(1)-HUDCO 621602201	0000000
0028-Taxes		(2)-LIC 6 2 1 6 0 2 1 9 0	1892
P. Tax	0 0 2 8 0 0 1 0 7 0 0 0 0 0 0	Grant No. 800 8009-SPF	
0049—Interest Receip		GPF 8 0 0 9 0 1 1 0 1	0 0 0 0 0 0 15745
(i) Interest on HBA	0 0 4 9 0 4 8 0 0 0 1 0 1 0 0	(subs.+imp.+rec.)	
(ii) Interest on MCA	0 0 4 9 0 4 8 0 0 0 1 0 2 0 0	8011- Isurance & pension Fund MSGESIS	
(iii) Interest on Sco.Adv	0 0 4 9 0 4 8 0 0 0 1 0 3 0 0	F	7 0 0 0 1 0 0 1750
(iv) Interest on PCA	0 0 4 9 0 4 8 0 0 0 1 0 4 0 0	SF 801100107	7 0 0 0 2 0 0 750
(v) Interest on LIC	0 0 4 9 0 4 8 0 0 0 1 0 6 0 0 3981	0071- C&R P&ORB	
(vi) Interest on HUDCO	0 0 4 9 0 4 8 0 0 0 1 0 5 0 0	NPS 007100500	0 0 0 0 0 0 0
0216-Housing		Misc. recoveries to be taken as reducti the service Major Head payment made	•
Licence fee 7610-Loan to Govt. se	0 2 1 6 0 1 1 0 6 0 0 0 0 0 0 0 650		
(i) HBA	7 6 1 0 0 0 2 0 1 0 2 0 0 0 0 1 1200	To be used only when the amount refu	nded
(ii) Advance for	7 6 1 0 0 2 0 2 0 1 0 0 0	relates to previous financial year(s)	
purchase of motor car		Deduction/recoveries adjustable by oth	per Accounts Officer
		Deduction/recoveries adjustable by our	I I I I I I I I I I I I I I I I I I I
(iii) Advance for purchase of Scooter	7 6 1 0 0 0 2 0 3 0 1 0 0 0 0	 Grand Total Rs.	421267
(iv) Advance for	7 6 1 0 0 0 2 0 4 0 1 0 0 0 0	Total Decuction	167673
purchase of personal of		—∙ Net payable Rs.	253594
Other Deduction			2000-
	FOR USE IN TREASURY OF	EICE/ DAV AND ACCOUR	ITS OFFICE
II. PAY ORDI		FICE/ PAT AND ACCOUN	II3 OFFICE
Day Da	Dunce		
	Rupees		Data Ama
	(DDO by	Category Cheque No.	Date Amo
	,		
designation)vide details	s given in tile		
bill/Officers listed inside (crossed A/C payee che			
	eques cat A)		
(Cheque/bank draft at .)		
indicated after delivery.			
T.A. / PAO	TREASURY OFFICE	ER / P.A.O.	
		DETAILS OF CHEQUE CANCELLED	

Category Cheque No Treasury Officer / PAO Certified that I have satisfied myself that-

- (a) the amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases;
- (b) The claims have been made against sanctioned posts (Details of cases, if any, where claims
- have been made in anticipation of sanction may be mentioned) and, wherever necessary, sanctions of competent authority have been obtained as regards grant of increment, crossing of efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly noted 2. A red line should be drawn right across the sheet after each section of the establishment and under it, the
- in the related service books
- (c) the particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those even in the bill
- (d) all emoluments included in bills drawn 1 month/ 2 months/ 3 months previous to this date with the exception of those detailed in the bill have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
- (e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and thatthe emoluments drawn are according to the relevant rules and orders.

Station	Signature
Date	Designation of Drawing and Disbursing Officer

(to be filled by PAO only)

1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account

	Office concerned.									
PAO Suspense Transaction adjustable by other Accounts Offices PAO CODE	In the 'Remarks' column should be recorded all unusual events such as dea permanent transfer and first appointment which find no place in the increment statement.									
MH Serial Rs.	10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.									
	11. The following abbreviations should be used in this and all other documents so	ubmitted with pay bills:								
	Earned Leave	E.L.								
	Half Pay Leave	H.A.P.								
	Leave Salary	L.S.								
	Conveyance Allowance	C.A.								
	House Rent Allowance	H.R.A.								
	Under Suspension	S.P.								
	On Foreign Service	F.S.								
	Vacant	Vac.								
	Last Pay Certificate	L.P.C.								
(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5) II—Total deductions/recoveries	Subsistance Grant Transit Pay	S.G. T.P.								
II— I otal deductions/recoveries	Transit F ay									
	Motor Car Advance	M.C.A.								
III—Net amount (I minus II) required for payment by—	House Building Advance	H.B.A.								
	Central Government Employees Insurance Scheme	C.G.E.LS.								
(i) cheque for self/as per details given in the bill	Central Government Employees Group Insurance Scheme	C.G.E.G.I.S.								
	Postal Life Insurance	P.L.I.								
(ii) Demand Draft in favour of at	On other Duty	O.D.								
	Central Government Health Scheme	C.G.H.S.								

III. Post check of Voucher received from Cheque Drawing DDOs

Instruction for Preparation of Pay Bill

1. A separate pay bill should be prepared for:—

JAO/AAO AG/PAO

Post check of Pre-checked voucher

Admitted Rs.

Objected Rs. . (with brief reason)

G.A.R. 13

1900 Bulo 66(4)1

Demand /

Treasury Officer / PAO

1. A separate pay bill should be prepared for:—				[See Rule 66(1)]			Grant No. 007		
(i) establishments whose charges are debitable to different heads of account,				PAY BILL			T	20000	
(ii) group of personnel to whom salary is payable individually by cheque, and		Name of the Office ; Superintendent of Excise & Narcotics, Saiha District. Saiha			Bill No. and date		Treasury Code 9	99906	
(iii) Group 'D' employees;		Period of Payment			Token No. and date				
But the same bill may include both permanent and temporary establishments. 2. A red line should be drawn right across the sheet after each section of the establishments.	ishment and under it the	-							
2. A red line should be drawn right across the sheet after each section of the establish	isiment and under it, the	Category	Classification of Expenditure						
totals of various columns shown in red ink.		3 2	0390000102	0 0 0 1 Rs	, –	DDO code No.	Bank Code		
The names of persons 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 persons officiating in the		Major Head Grant No. 900	Major Head Grant No. 900			107004 5822			
vacancies.		Abstract of the claim and	other particulars	Deductions/recoveries adjus	table in the books	of Treasury/PAO			
Officiating pay should be recorded in the section of the bill appropriate to that in w servant officiates and transit pay should be recorded in the same section as that		0021—Tayes on Income	other than Corporation Tax.		6216-Loan for	r housing			
Government servant after transfer is recorded		Income Tax	0 0 2 1 0 0 1 0 2 0	00000		6 2 1 6 0 2 2 0 1	0000000		
5. Where amounts due to undisbursed pay and allowances have been refunded, the names and designation		0020 Tayon				6 2 1 6 0 2 1 9 0		1	
of the incumbents and also other connected details of the claim should be shown in red ink in the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn, the		0028-Taxes			(2)-LIC	<u> </u>		JI	
not amount required for payment would then be worked out. The bill No. and date in which the amount being		P. Tax	0 0 2 8 0 0 1 0 7 0	00000	Grant No. 800	ı			
refunded was earlier drawn should be shown in the 'Remarks' column. Refunds re year (s) are to be classified as revenue-receipts of the Ministry/Department.	elating to previous financial				8009-SPF				
Arrears of pay and allowances should not be claimed in the regular pay bill. Sepa	rate pay bill should be	0049—Interest Receipts	.		GPF [8	3 0 0 9 0 1 1 0 1	1010101010		
prepared for claiming arrears.	ato pay sin should be	(i) Interest on HBA	0049048000	10100	(subs.+imp.+re		1010101010	'	
7. The deductions of surcharge should be made at the prescribed rate.	hand wise. The eshadula of	(ii) Interest on MCA	0 0 4 9 0 4 8 0 0 0	1410121010		a 9 manaian Fund			
 (i) The schedules in support of deductions/recoveries should be prepared major head-wise. The schedule of G.P.F. deductions should also give complete details as to the G.P.F. Account No., G.P.F. contributions and 		(ii) Interest on MCA	0 0 4 9 0 4 8 0 0 0	11101210101	_	e & pension Fund MSGESIS			
G.P.F. advance recoveries separately. 'The schedule of interest receipts should contain complete details of		(iii) Interest on Sco.Adv	0 0 4 9 0 4 8 0 0 0	10300		3 0 1 1 0 0 1 0 7	000100	490	
recoveries of interest on loans and advances to Government servant separately for H.B.A., M.C.A. advances								1	
for the purchase of other motor conveyances, other conveyance etc. Similarly, the schedule of loans and advances deductions should show separately, the deductions on account of H.B.A., M.C.A advances for the		(iv) Interest on PCA	0 0 4 9 0 4 8 0 0 0		J SF [8	3 0 1 1 0 0 1 0 7	0 0 0 2 0 0	210	
purchase of other Motor conveyances other conveyances etc. etc.		(v) Interest on LIC	0 0 4 9 0 4 8 0 0 0	1 0 6 0 0	0071- C&R F			1 7070	
(ii) In support of the deductions adjustable with other Accounts Officer, the schedule giving complete details of deductions head-wise should be prepared separately for each Accounts		(vi) Interest on HUDCO	0 0 4 9 0 4 8 0 0 0	1101510101	NPS <u>[(</u>	0 0 7 1 0 0 5 0 0	101010101010	7379	
Office concerned.		(11) Interest on 1102 00		11101010101	→ Misc. recove	ries to be taken as reduction	on of expenditure und	er	
9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspension,		0216-Housing				Major Head payment made	•		
permanent transfer and first appointment which find no place in the increment certificates or absentee		Licence fee	0216011060	0 0 0 0 0 250] [
statement.	mont whore pooceary	7610-Loan to Govt. serv (i) HBA	/ant 	20000 1212	To be used a	only when the amount refur	ndod		
10. The pay bill should be accompanied by a copy of the L.P.C. and absentee statement where necessary.11. The following abbreviations should be used in this and all other documents submitted with pay bills:		(I) FIDA				evious financial year(s)	ided		
Earned Leave	E.L.	(ii) Advance for	7 6 1 0 0 0 2 0 2 0	110000] [
Half Pay Leave	H.A.P.	purchase of motor car	•	· · · · · · · · · · · · · · · · · · ·					
Leave Salary	L.S. C.A.				Deduction/re	ecoveries adjustable by other	er Accounts Officer	1	
Conveyance Allowance House Rent Allowance	H.R.A.	(iii) Advance for	7 6 1 0 0 0 2 0 3 0	[1]0[0]0[0]	ე ∟			JI	
Under Suspension	S.P.	purchase of Scooter		1-1-1-1-1-1	_ G	Grand Total Rs.	83805	1	
On Foreign Service	F.S.	(°) A d			¬ _		0544		
Vacant Last Pay Certificate	Vac. L.P.C.	(iv) Advance for purchase of personal con	7 6 1 0 0 0 2 0 4 0	11 0 0 0 0	'	otal Decuction	9541		
Subsistance Grant	S.G.	paranase of personal con	inputor		N	let payable Rs.	74264	,	
Transit Pay	T.P.	Other Deduction]				
Motor Car Advance	M.C.A.								
House Building Advance	H.B.A.		FOR USE	IN TREASURY OF	FICE/ PAY	AND ACCOUN	TS OFFICE		
Central Government Employees Insurance Scheme	C.G.E.LS.	II. PAY ORDE	R						
Central Government Employees Group Insurance Scheme	C.G.E.G.I.S.								
Postal Life Insurance	P.L.I.	Pay Rs	Rupees						
On other Duty	O.D.				Category	Cheque No.	Date	Amount	
Central Government Health Scheme	C.G.H.S.	to							
C.O.I.I.O.		(bb0 by							
		designation)vide details g	given in the						
ived from Cheque Drawing DDOs		bill/Officers listed inside the bill (crossed A/C payee cheques cat 'A')							
		`							
		(Cheque/bank draft at)					
				,					
l voucher		indicated after delivery.							
i vouditei		T.A. / PAO	T.A. / PAO TREASURY OFFICER			≘R / P.A.O.			
AG/PAO									
AUII AU									
						DETAILS OF CHEQUE CANCELLED			
					Category	Cheque No.	Date	Amount	