

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 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 that the emoluments drawn are according to the relevant rules and orders.

Station Champhai
 Date.....
 Signature
 (to be filled by PAO only) **Designation of Drawing and Disbursing Officer**
 1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account
 PAO Suspense Transaction adjustable by other Accounts Offices
 PAO CODE
 MH Serial
 Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)
 II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—
 (i) cheque for self/as per details given in the bill
 (ii) Demand Draft in favour of at

III. Post check of Voucher received from Cheque Drawing DDOs
 Admitted Rs.
 Objected Rs.
 (with brief reason)
 Post check of Pre-checked voucher

JAO/AAO AG/PAO

Instruction for Preparation of Pay Bill
 1. A separate pay bill should be prepared for:—
 (i) establishments whose charges are debitable to different heads of account,
 (ii) group of personnel to whom salary is payable individually by cheque, and
 (iii) Group 'D' employees;
 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 establishment and under it, the totals of various columns shown in red ink.

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 vacancies.
 4. Officiating pay should be recorded in the 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 duty pay of the Government servant after transfer is recorded
 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 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 year (s) are to be classified as revenue-receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.
 7. The deductions of surcharge should be made at the prescribed rate.
 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 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 Office concerned.

9. 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.
 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:

Earned Leave
 Half Pay Leave
 Leave Salary
 Conveyance Allowance
 House Rent Allowance
 Under Suspension
 On Foreign Service
 Vacant
 Last Pay Certificate
 Subsistence Grant
 Transit Pay

Motor Car Advance
 House Building Advance
 Central Government Employees Insurance Scheme
 Central Government Employees Group Insurance Scheme
 Postal Life Insurance
 On other Duty
 Central Government Health Scheme

EXCISE

Name of the Office Superintendent of Excise & Narcotics, Champhai
Period of Payment : 01.12.2016 - 31.12.2016

G.A.R. 13
[See Rule 66(1)]
PAY BILL

Bill No. 103 of dtd. 16.12.2016
 Token No. and date.....

Demand /
Grant No.007
Treasury Code :999104
SASEXC

State Excise (01-NP)
 Category Classification of Expenditure Amount
 Major Head **3** **203900001020001** **142714** DDO code No. **107005** Bank Code **002** Short Code **SASEXC**

Abstract of the claim and other particulars **Deductions/recoveries adjustable in the books of Treasury/PAO**

0021—Taxes on Income other than Corporation Tax.
Income Tax **002100102000000**
0028-Taxes
P. Tax **002800107000000**
0049—Interest Receipts
(i) Interest on HBA **004904800010100**
(ii) Interest on MCA **004904800010200**
(iii) Interest on Sco.Adv **004904800010300**
(iv) Interest on PCA **004904800010400** **740**
(v) Interest on LIC **004904800010600** **2160**
(vi) Interest on HUDCO **004904800010500**
0216-Housing
Licence fee **021601106000000**
7610-Loan to Govt. servant
(i) HBA **761000201020000**
(ii) Advance for purchase of Scooter **761000202010000**
(iii) Advance for purchase of other conveyance **761000203010000**
(iv) Advance for purchase of personal computer **761000204010000**
Net Amount **83669**
(Rupees Eighty three thousand six hundred sixty nine)Only

6216-Loan for housing
(1)-HUDCO **621602201000000**
(2)-LIC **621602190010000** **972**
Grant No. 800
8009-SPF
GPF **800901101000000** **54473**
 (subs.+imp.+rec.)
8011- Insurance & pension Fund
MSGESIS
IF **801100107000100** **490**
SF **801100107000200** **210**
0071- C&R P&ORB
NPS **007100500000000**
 Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.
 To be used only when the amount refunded relates to previous financial year(s)
 Deduction/recoveries adjustable by other Accounts Officer
Total Deductions **59045**
Net payable **83669**
Grant Total **142714**

Under(Rupees Eighty three thousand six hundred seventy) Only

Superintendent of Excise & Narcotics
 Champhai District : Champhai

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

II. PAY ORDER
Pay Rs. Rupees
 O.D.
 C.G.H.S.

(DDO by designation)vide details given in the bill/Officers listed inside the bill
 (crossed A/C payee cheques cat 'A')
 by
 (Cheque/bank draft at)
 indicated after delivery.

T.A. / PAO
Voucher Number
Date

DETAILS OF CHEQUE CANCELLED
 Category Cheque No. Date Amount

TREASURY OFFICER / P.A.O.

Treasury Officer / PAO

Bill No. 103 of dtd. 16.12.2016

State Excise (01-NP) SUPERINTENDENT OF EXCISE & NARCOTICS DEPTT. OFFICER PAY BILL FOR THE MONTH OF DECEMBER, 2016

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp.78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (P)	HUDCO (I)	LIC (HBA)(P)	LIC (HBA)(I)	PCA(I)	Total Deduction	Net Amount	Remarks	
1	B. ZOLIANA, SE&N	26170	6100	32270		###	1500	3227				77335	5000	25171		280	120							177	972	9	740	32283	45052	
2	NGURTHANZAMA SAILO, IE&N	22510	4800	27310		###	1200	2731				65379	3000	21302		210	90								15	2160		26762	38617	
	TOTAL	48680	10900	59580		74476	2700	5958				142714	8000	46473		490	210							972	2160	740	59045	83669		

(In Word)(Rupees Eighty three thousand six hundred sixty nine)Only

Superintendent of Excise & Narcotics
Champhai, Mizoram

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

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 that the emoluments drawn are according to the relevant rules and orders.

Station Champhai

Date.....

Signature

(to be filled by PAO only) Designation of Drawing and Disbursing Officer

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

8658 Suspense Account

PAO Suspense Transaction adjustable by other Accounts Offices

PAO CODE

MH Serial

Rs.

Instruction for Preparation of Pay Bill

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

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

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

(iii) Group 'D' employees; 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 establishment and under it, the

totals of various columns shown in red ink.

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 vacancies.

4. Officiating pay should be recorded in the 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 duty pay of the Government servant after transfer is recorded

5. Where amounts due to undischarged 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 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 year (s) are to be classified as revenue-receipts of the Ministry/Department.

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

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

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 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 Office concerned.

9. 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.

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:

Earned Leave

Half Pay Leave

Leave Salary

Conveyance Allowance

House Rent Allowance

Under Suspension

On Foreign Service

Vacant

Last Pay Certificate

Subsistence Grant

Transit Pay

Motor Car Advance

House Building Advance

Central Government Employees Insurance Scheme

Central Government Employees Group Insurance Scheme

Postal Life Insurance

On other Duty

Central Government Health Scheme

III. Post check of Voucher received from Cheque Drawing DDOs

Admitted Rs.

Objected Rs.

(with brief reason)

Post check of Pre-checked voucher

JAO/AO

AG/PAO

EXCISE

G.A.R. 13

[See Rule 66(1)]

PAY BILL

Name of the Office : Superintendent of Excise & Narcotics, Champhai

Bill No. 105 of dtd . 16.12.2016

Period of Payment : 01.12.2016 - 31.12.2016

Token No. and date.....

State Excise (01-NP)

Category Classification of Expenditure Amount DDO code No. Bank Code Short Code

Major Head 3 203900001020001 562825 107005 002 SASEXC

Abstract of the claim and other particulars Deductions/recoveries adjustable in the books of Treasury/PAO

0021—Taxes on Income other than Corporation Tax. Income Tax

002100102000000 621602201000000

0028-Taxes (2)-LIC 621602190010000 5223

P. Tax 002800107000000

0049—Interest Receipts (i) Interest on HBA 004904800010100 1280

(ii) Interest on MCA 004904800010200

(iii) Interest on Sco.Adv 004904800010300 550

(iv) Interest on PCA 004904800010400

(v) Interest on LIC 004904800010600 7984

(vi) Interest on HUDCO 004904800010500

0216-Housing Licence fee 021601106000000

7610-Loan to Govt. servant (i) HBA 761000201020000 4500

(ii) Advance for purchase of Scooter 761000202010000 600

(iii) Advance for purchase of other conveyance 761000203010000

(iv) Advance for purchase of personal computer 761000204010000

Net Amount 301747

(Rupees Three lakh one thousand seven hundred forty seven)Only

T.P. Please Pay to R.C.Lalrinchhana Whose Speciment signature is attested

Superintendent of Excise & Narcotics Champhai District : Champhai.

M.C

H.B.A.

C.G II. PAY ORDER

C.G.E.G.I.S.

P.L. Pay Rs. Rupees

O.D C.G

DU by designation)vide details given in the

DU/Officers listed inside the DU

(crossed A/C payee cheques cat 'A')

by

(Cheque/bank draft at

indicated after delivery.

T.A. / PAO

Voucher Number Date

.....

Demand / Grant No.007 Treasury Code :999104

SASEXC

6216-Loan for housing (1)-HUDCO 621602201000000

(2)-LIC 621602190010000 5223

Grant No. 800 8009-SPF

GPF 800901101000000 237741

8011- Isurance & pension Fund MSGESIS

IF 801100107000100 2240

SF 801100107000200 960

0071- C&R P&ORB NPS 007100500000000

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Total Deductions ^ 261078

Net payable ^ 301747

Grant Total ^ 562825

Signature Designation of Drawing and Disbursing Officer

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

TREASURY OFFICER / P.A.O.

DETAILS OF CHEQUE CANCELLED

Category Cheque No. Date Amount

.....

Treasury Officer / PAO

(Under Three lakh one thousand seven hundred forty eight)Only

Bill No. 105 of dtd . 16.12.2016

State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp. 78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (I)	Licence Fee	LIC (HBA)(P)	LIC (HBA)(P)	LIC (HBA)(I)	Total Deduction	Net Amount	Remarks		
1	2	3	4	6	7	8	9	10		12	13	14	15	16	17	18	19	20	21	22	23	#####		26		27	28	29	30		
1	F. LALLIANGURA, SIE	20310	4600	24910		###	1200	2491	550	160	60	60509	5000	19430			210	90	60	2500					177	972			28202	32307	
2	LALENGMAWIA, SIE	19820	4600	24420		###	1200	2442	550	160	60	59357	3000	19048			210	90	33	2000									24348	35009	
3	LALKIMA,ASI	10730	4200	14930		###	1200	1493	550	160	60	37056	1000	11645			210	90							176	555			13500	23556	
4	RVL. RAMNUNMAWIA	10720	4200	14920		###	1200	1492	550	160	60	37032	3000	11638	17	2000	210	90							175	555			17493	19539	
5	REMMAWIA, DRIVER	15930	4400	20330		###	1200	2033	550	160	60	49746	3000	15857	5	3000	140	60									39	1210	23267	26479	
6	H. LALZIKPUII LDC	15630	4200	19830		###	1200	1983				47801	1000	15467			140	60		22	740						2	1659	19066	28735	
7	LALNGAIHAWMA H/C	11300	2400	13700	210	###	1200	1370	550	160	60	34375	2000	10686	1	1500	140	60		34	540				122	946	23	1728	17600	16775	
8	LALRUMA H/C	11410	2400	13810		###	1200	1381	550	160	60	34424	3000	10772			140	60									15	1728	15700	18724	
9	K LALRUATKIMA, W/O	13920	2800	16720		###	1200	1672	550	160	60	41262	1000	13042	11	2400	140	60				9	550		177	694			17886	23376	
10	RTC.RAMTHARNGHAKA W/O	10190	2400	12590		###	1200	1259	550	160	60	31557	2000	9820	3	1000	140	60											13020	18537	
11	LALSAWMA Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	5000	10148			140	60							174	555			15903	16641	
12	VANLALLIANA, Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	4000	10148			140	60							122	946			15294	17250	
13	NK. LALHRUAIA,Constable	10610	2400	13010		###	1200	1301	550	160	60	32544	14000	10148			140	60											24348	8196	
14	LALNILIANA	10410	2400	12810		###	1200	1281	550	160	60	32074	3000	9992			140	60			48	600					27	1659	15451	16623	
	TOTAL	182200	45800	228000	210	285005	16800	22800	7150	2080	780	562825	50000	177841			9900	2240	960	4500	1280	600	550		5223		7984	261078	301747		

(In Word)(Rupees Three lakh one thousand seven hundred forty seven) only

Superintendent of Excise & Narcotics
Champhai District : Champhai

Certified that I have satisfied myself that—
(a) the amounts claimed in the bill are actually due to the persons concerned and the condition 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 claim 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, cross-in efficiency bar, fixation of pay, grant of leave, etc and that these events have been properly 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 their acquittances have been taken and filed in my office with receipt stamps duly cancelled 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 the working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders.

Station Champhai
Date.....
Signature
(to be filled by **Designation of Drawing and Disbursing Officer**)
1. Certified that the classification of both payments and recoveries have been checked and corrections made, where necessary

8658 Suspense Account
PAO Suspense Transaction adjustable by other Accounts Offices
PAO CODE
MH Serial
Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)
II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—
(i) cheque for self/as per details given in the bill
(ii) Demand Draft in favour of at

III. Post check of Voucher received from Cheque Drawing DDOs
Admitted Rs.
Objected Rs.
(with brief reason)
Post check of Pre-checked voucher

Instruction for Preparation of Pay Bill
1. A separate pay bill should be prepared for:—
(i) establishments whose charges are debit to different heads of account,
(ii) group of personnel to whom salary is payable individually by cheque, a
(iii) Group 'D' employees;
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 establishment and under totals of various columns shown in red ink.
3. The names of persons holding posts substantively should be entered in order of seniority (as means substantive pay drawn) and below those will be shown the posts left vacant and the persons officiating in the vacancies.
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9. In the 'Remarks' column should be recorded all unusual events such as death, retirement, suspensions permanent transfer and first appointment which find no place in the increment certificates or absent statement.
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:
E.L. Earned Leave
H.A.P. Half Pay Leave
L.S. Leave Salary
C.A. Conveyance Allowance
H.R.A. House Rent Allowance
S.P. Under Suspension
F.S. On Foreign Service
Vac. Vacant
L.P.C. Last Pay Certificate
S.G. Subsistence Grant
T.P. Transit Pay
M.C.A. Motor Car Advance
H.B.A. House Building Advance
C.G.E.I.S. Central Government Employees Insurance Scheme
C.G.E.G.I.S. Central Government Employees Group Insurance Scheme
P.L.I. Postal Life Insurance
O.D. On other Duty
C.G.H.S. Central Government Health Scheme

Motor Car Advance
House Building Advance
Central Government Employees Insurance Scheme
Central Government Employees Group Insurance Scheme
Postal Life Insurance
On other Duty
Central Government Health Scheme

EXCISE

G.A.R. 13
[See Rule 66(1)]
PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Champhai
Period of Payment : 01.12.2016 - 31.12.2016

State Excise (01-NP)
Category Classification of Expenditure
Major Head **3** **203900001020001**

Abstract of the claim and other particulars
0021—Taxes on Income other than Corporation Tax.
Income Tax **002100102000000**
0028-Taxes
P. Tax **002800107000000**

0049—Interest Receipts
(i) Interest on HBA **004904800010100**
(ii) Interest on MCA **004904800010200**
(iii) Interest on Sco.Adv **004904800010300** **1650**
(iv) Interest on PCA **004904800010400**
(v) Interest on LIC **004904800010600** **9619**
(vi) Interest on HUDCO **004904800010500**

0216-Housing
Licence fee **021601106000000** **260**
7610-Loan to Govt. servant
(i) HBA **761000201020000**
(ii) Advance for purchase of Scooter **761000202010000**

(iii) Advance for purchase of other conveyance **761000203010000**
(iv) Advance for purchase of personal computer **761000204010000**
Net Amount **378910**

(Rupees Three lakh seventy eight thousand nine hundred ten)Only

Please Pay to R.C.Lalrinchhana
Whose Specimen signature is attested

Superintendent of Excise & Narcotics
Champhai : Mizoram

II. PAY ORDER
Pay Rs. Rupees
IO
(DDO by designation)vide details given in the

bill/Officers listed inside the bill
(crossed A/C payee cheques cat 'A')
by
(Cheque/bank draft at)
indicated after delivery.

T.A. / PAO
Voucher Number **Date**
..... **.....**

Bill No. 106 of dtd . 16.12.2016
Token No. and date.....

Amount **646760**
DDO code No. **107005**
Bank Code **002**
Short Code **SASEXC**

Deductions/recoveries adjustable in the books of Treasury/PAO
6216-Loan for housing
(1)-HUDCO **621602201000000**
(2)-LIC **621602190010000** **5449**
Grant No. 800
8009-SPF
GPF **800901101000000** **246472**
(subs.+imp.+rec.)
8011- Isurance & pension Fund
MSGESIS
IF **8011100107000100** **3080**
SF **8011100107000200** **1320**
0071- C&R P&ORB
NPS **00711005000000000**

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)
Deduction/recoveries adjustable by other Accounts Officer

Total Deductions **267850**
Net payable **378910**
Grant Total **646760**

Category Cheque No. Date Amount

TREASURY OFFICER / P.A.O.

DETAILS OF CHEQUE CANCELLED
Category Cheque No. Date Amount

Treasurer / PAO

Under (Rupees Three lakh seventy eight thousand nine hundred eleven)Only

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State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	Total	Spl. Pay/FPA	D.A. 125%	S.C.A	H.R.A.	Ration Money	KMA	W/A	Grant Total	GP Subs.	GPF Imp. 78%	GPF(R)	I/F	S/F	HBA (P)	HBA (I)	SCA (P)	SCA (I)	HUDCO (P)	L/FEE	LIC (HBA)(P)	LIC (HBA)(I)	Total Deduction	Net Amount	Remarks		
1	2	3	4	6	7	8	9	10		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	JERRY KHAWTINKHUMA, Constabl	9630	2000	11630		14538	1200	1163	550	160	60	29301	5000	9071		140	60								26	###	15596	13705		
2	C. LALMANTHANGA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60							122	946		12217	17084		
3	LALMALSAWMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071	4	2000	140	60									12771	16530		
4	C. LALMUANPUIA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	3000	9071		140	60				9	550			27	###	14148	15153		
5	R.C. LALDINTHARI, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071	5	3000	140	60						176	555		13826	15475		
6	PC. ZOTHANPUIA, Constable	9630	2000	11630		14538	1200		550	160	60	28138	3000	9071		140	60						130				12401	15737		
7	H. RAMPANLIANA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60							122	946		11217	18084		
8	RCVL. RUALA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60				9	550			27	###	12148	17153		
9	HRANGHMINGLIANA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60							122	946		11717	17584		
10	C.LALLAWTA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60							175	555		11326	17975		
11	C. THANGLIRA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60				9	550			2	###	12148	17153		
12	VANLALSANGA, Constable	8960	2000	10960		13700	1200	1096	550	160	60	27726	1000	8549		140	60										9749	17977		
13	LALRAMTLUANGA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60							122	946		11217	18084		
14	LALFAKAWMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1500	9071		140	60								2	###	12098	17203		
15	LALMUANPUII, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	1000	9071		140	60								27	###	11930	17371		
16	B. LIANKHANZAMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60								27	###	12598	16703		
17	R. LALCHHANHIMA, Constable	7460	1900	9360		11700	1200	936	550	160	60	23966	5000	7301		140	60										12501	11465		
18	LALREMMAWII, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	5000	9071		140	60										14271	15030		
19	R. LALDUHKIMA, Constable	9630	2000	11630		14538	1200	1163	550	160	60	29301	2000	9071		140	60							175	555		11826	17475		
20	H. LALNUNMAWIA, Constable	9350	1900	11250		14063	1200		550	160	60	27283	1000	8775		140	60						130				10105	17178		
21	J. LALHRUAITLUANGA, Constable	7110	1900	9010		11263	1200	901	550	160	60	23144	1500	7028	4	2000	140	60									10728	12416		
22	R. HMARTHANGA, Peon	9040	1800	10840		13550	1200	1084			60	26734	2000	4011		70	30										6111	20623		
23	R. LALMALSAWMA, Peon	6730	1650	8380		10475	1200	838			60	20953	2000	3101		70	30										5201	15752		
	TOTAL	212360	45150	257510		321897	27600	23463	11550	3360	1380	646760	46500	192972		7000	3080	1320					1650	#	260	5449	9619	267850	378910	

(In Word)(Rupees Three lakh seventy eight thousand nine hundred ten)Only

Sl. No. of Post

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 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 that the emoluments drawn are according to the relevant rules and orders.

Station Champhai
Date:

Signature
Designation of Drawing and Disbursing Officer

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

8658 Suspense Account
PAO Suspense Transaction adjustable by other Accounts Offices
PAO CODE
MH Serial Rs.

(c) Deduct—Undisbursed amount(s) (Please see Instruction No. 5)

II—Total deductions/recoveries

III—Net amount (I minus II) required for payment by—

(i) cheque for self/as per details given in the bill

(ii) Demand Draft in favour of at

III. Post check of Voucher received from Cheque Drawing DDOs
Admitted Rs.

(with brief reason)
Post check of Pre-checked voucher

JAQ/AAO

AG/PAO

Instruction for Preparation of Pay Bill

- 1. A separate pay bill should be prepared for:—
(i) establishments whose charges are debitable to different heads of account,
(ii) group of personnel to whom salary is payable individually by cheque, and
(iii) Group 'D' employees;
2. A red line should be drawn right across the sheet after each section of the establishment and under it, the totals of various columns shown in red ink.
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 vacancies.
4. Officiating pay should be recorded in the 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 duty pay of the Government servant after transfer is recorded
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 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 year (s) are to be classified as revenue-receipts of the Ministry/Department.
6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.
7. The deductions of surcharge should be made at the prescribed rate.
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 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 Office concerned.
9. 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.
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:
E.L. Earned Leave
H.A.P. Half Pay Leave
L.S. Leave Salary
C.A. Conveyance Allowance
H.R.A. House Rent Allowance
S.P. Under Suspension
F.S. On Foreign Service
Vac. Vacant
L.P.C. Last Pay Certificate
S.G. Subsistence Grant
T.P. Transit Pay
M.C.A. Motor Car Advance
H.B.A. House Building Advance
C.G.E.L. Central Government Employees Insurance Scheme
C.G.E.G.I.S. Central Government Employees Group Insurance Scheme
P.L.I. Postal Life Insurance
O.D. On other Duty
C.G.H.S. Central Government Health Scheme

EXCISE

G.A.R. 13
[See Rule 66(1)]
PAY BILL

Name of the Office Superintendent of Excise & Narcotics, Champhai
Period of Payment : 01.11.2016 - 30.11.2016

Bill No.104 of dtd . 16.12.2016
Token No. and date.....

Demand / Grant No.007
Treasury Code :999104
SASEXC

Major Head 3
Classification of Expenditure 203900001020001
Amount 239327
DDU code No. 107005
Bank Code 002
Short Code SASEXC

Abstract of the claim and other particulars Deductions/recoveries adjustable in the books of Treasury/PAO

Table with columns for Category, Classification of Expenditure, Amount, DDU code No., Bank Code, and Short Code. Rows include: 0021—Taxes on Income other than Corporation Tax (Income Tax), 0028—Taxes (P. Tax), 0049—Interest Receipts ((i) Interest on HBA, (ii) Interest on MCA, (iii) Interest on Sco.Adv, (iv) Interest on PCA, (v) Interest on LIC, (vi) Interest on HUDCO), 0216—Housing (Licence fee), 7610—Loan to Govt. servant ((i) HBA, (ii) Advance for purchase of motor car, (iii) Advance for purchase of other conveyance, (iv) Advance for purchase of personal computer), Net Amount 215946.

6216—Loan for housing ((1)-HUDCO, (2)-LIC), Grant No. 800 8009-SPF (GPF), 8011- Isurance & pension Fund (MSGESIS) (IF, SF), 0071- C&R P&ORB (NPS)

Misc. recoveries to be taken as reduction of expenditure under the service Major Head payment made during the financial year.

To be used only when the amount refunded relates to previous financial year(s)

Deduction/recoveries adjustable by other Accounts Officer

Total Deductions 23381
Net payable 215946
Grant Total 239327

Please Pay to R.C.Lalrinchhana
Whose Specimen signature is attested

Superintendent of Excise & Narcotics
Champhai : Mizoram

M.C.A.
H.B.A.
C.G.E.L.
C.G.E.G.I.S.
P.L.I.
O.D.
C.G.H.S.
II. PAY ORDER
Pay Rs. Rupees

FOR USE IN TREASURY OFFICE/ PAY AND ACCOUNTS OFFICE

(DDO by designation)vide details given in the bill/Officers listed inside the bill (crossed A/C payee cheques cat 'A') by indicated after delivery.

T.A. / PAO

Voucher Number
Date

Signature
Designation of Drawing and Disbursing Officer

TREASURY OFFICER / P.A.O.

DETAILS OF CHEQUE CANCELLED
Category Cheque No. Date Amount
Treasury Officer / PAO

Under (Rupees Two lakh fifteen thousand nine hundred forty seven) Only

Bill No. 104 of dtd . 16.12.2016

State Excise (01-NP)

SUPERINTENDENT OF EXCISE & NARCOTICS DEPARTMENT STAFF PAY BILL FOR THE MONTH OF DECEMBER, 2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Sl. No. of Post	Section of Establishment and name of incumbent	Pay	G.P	NPA/ stgm. Inc.	Total	Spl. Pay	D.A.125%	TOTAL	S.C.A	H.R.A.	Ration Money	KMA	W.A	Grant Total	GPF Subs.	GPF Imp.	GPF (R)	I/F	S/F	HBA (P)	NPS	MC (P)	MCA (I)	Festival Advance	Licence fee	LIC(HBA)(P)	LIC(HBA)(I)	Total Deduction	Net Amount	Remarks	
1	R.C. LALRINCHHANA ,L.D.C	9110	2400		11510	750	14388	25898	1200	1151				28999	,2011110900100226	140	60				2590								2790	26209	
2	VANLALHUAPI , L.D.C	9110	2400		11510		14388	25898	1200	1151				28249	,2011110900100227	140	60				2590								2790	25459	
3	LALNUNENGI,Constable	7090	1900		8990		11238	20228	1200	899	550	160	60	23097	,2010110900100058	140	60				2023							2223	20874		
4	J. LALTLANMAWIA, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194	,2014110900100756	210	90				3564							3864	35330		
5	B. LALENGMAWIA, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194	,2014110900100757	210	90				3564							3864	35330		
6	C. ZODINPUII, SIE&N	11440	4400		15840		19800	35640	1200	1584	550	160	60	39194	,2014110900100624	210	90				3564							3864	35330		
6	AMOS VANLALHRUAIA	6070	1900		7970		9963	17933	1200	797	550	160	60	20700	,2015110900100650	140	60				1793							1993	18707		
7	R. LALNUNZIRA, Constable	6070	1900		7970		9963	17933	1200	797	550	160	60	20700	,2015110900100660	140	60				1793							1993	18707		
	TOTAL	71770	23700		95470	750	119340	214810	9600	9547	3300	960	360	239327					1330	570		21481					23381	215946			

(In Word)(Rupees Two lakh fiteen thousand nine hundred forty six)Only

Superintendent of Excise & Narcotics
Champhai,Mizoram