

G.A.R. 2

[See rules 11 (4) and 80]

(Obverse)

LAST PAY CERTIFICATE

Last Pay Certificate of Shri/Shrimati
of the office
of
proceeding
on
to

2. He/She has been paid upto..... at
the following rates:—

	Particulars
Substantive Pay	
Officiating Pay	
Special Pay	
Personal Pay	
Leave Salary	
Allowances:	
(a) D.A./A.D.A.	
(b) C.C.A.	
(c) H.R.A.	
(d)	

(Rate of Deductions)

G.P.F..... FTAX C.G.E.I.S/
C.G. Employees Group Insurance Scheme,
1980.....

(a) Composite rate.
or (b) Insurance rate only

Licence fee for Govt. accommodation @.....P.M.

3. His General Provident Fund Account/GPF Account No. is maintained by the Pay
and Accounts Office/DDO/AG {Refer Correction Slip 19}

4. He made over charge of the office of.....

.....on the.....noon
of.....

5. Recoveries are to be made from the emoluments etc. of the Government servant as detailed on the reverse.

6. He is entitled to draw the following:—

7. He has been sanctioned leave proceeding joining time for..... days.

8. He finances the insurance policies detailed below from the Provident Fund:—

Name of Insurance Company	No. of Policy	Amount of Premium Rs.	Due date for the payment of premium
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9. Details of P.L.I. recovery through pay bill:—

10. The details of income-tax recovered from him upto the date from the beginning of the current financial year are noted on the reverse.

Signature
Designation

Dated19.....

(Reverse)

LAST PAY CERTIFICATE
Details of recoveries

Name of advance involving recovery/ adjustment	Total amount of advance sanctioned with month of drawal Rs.	Outstanding amount recoverable Rs.	Rate of Instalment Rs.
Pay advance			
T.A. Advance			
H.B. Advance			
Licence fee arrears Rs.for the period from..... to.....			

Name of months	Pay/Leave Salary & allowances	Fee, Honorarium etc.	Funds & other deductions	Amount of I-Tax recovered	Remarks
	Rs.	Rs.	Rs.	Rs.	
April 19...					
May 19...					
June, 19...					
July, 19...					
August, 19...					
September, 19...					
October, 19...					
November, 19...					
December, 19...					
January, 19...					
February, 19...					
March, 19...					

Signature.....
Designation.....

(Rupees which tallies with the closing balance as worked out in the cash book".

(2) Self cheques drawn under cheque drawing powers, for payments to staff etc., in cash, should also be entered on the receipts side of the cash book.

(3) Closing balance should be analysed in the following manner:—

Rs. P.

- (i) Cash
 - (ii) Self Cheques
Not transferable category of cheques and bank drafts.
 - (iii) Other cheques
 - (iv) Other Bank drafts
 - (v) Imprest with
 - (a)
 - (b)
 - (vi)
- Total cash balance [Items (i) to (vi)].