

## LAST PAY CERTIFICATE

Last Pay Certificate of \_\_\_\_\_  
of the \_\_\_\_\_  
proceeding on \_\_\_\_\_  
to \_\_\_\_\_

2. He has been paid up to \_\_\_\_\_ at the following rates—

Particulars	Rate
Substantive pay _____	
Officiating pay _____	
Allowances, etc. _____	
Deduction _____	

\* 3. His Provident Fund Account numbers etc., are given below:—

Name of the fund	Account no.	Which A.G. maintains the account

4. He made over charge of the office of \_\_\_\_\_  
on the \_\_\_\_\_ noon of \_\_\_\_\_

5. Recoveries are to be made from the pay of the Government servant as details on the reverse.

6. He has been paid leave-salary as detailed below. Deductions have been made as noted on the reverse.

Period	Rate	Amount
From _____ to _____ at Rs. _____ a month _____		
From _____ to _____ at Rs. _____ a month _____		
From _____ to _____ at Rs. _____ a month _____		

†7. He is entitled to draw the following :—

\_\_\_\_\_

\_\_\_\_\_

8. He is also entitled to joining time for \_\_\_\_\_ days.

9. He maintains the Insurance Policies detailed below from Provident Funds:—

Name of Insurance Company	Number of policy	Amount of premium	Due date for the payment of premium
		Rs.            P.	

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

Dated \_\_\_\_\_ 20

Signature \_\_\_\_\_

Designation \_\_\_\_\_

\* Against serial no. 3 the information should be incorporated by the head of the office in case of non-gazetted Government servants and by the Treasury Officer himself in the case of Gazetted Officers. In addition when a Government servant is transferred from one Audit Circle to another, the name of the accounts officer who will maintain his Provident Fund Accounts after transfer, should also be recorded in the case of Gazetted Officers by the Accountant-General while countersigning the Last Pay Certificate and by the head of the office in the case of non-gazetted Government servants, if possible.

† When filling in this item of the Last Pay Certificate the scale of pay, etc., as authorised by the Accountant-General, pay slips or in the case of non-gazetted Government servant by competent authorities and the date of increment and of the cessation or change in the rate of pay should be invariably shown against this item with a view to enable the Disbursing Officers of the new district to disburse the pay, etc., admissible also the date up to which the payment has been shown to this certificate.

**REVERSE**

*Details of recoveries*

Name of recovery \_\_\_\_\_

Amount Rs. \_\_\_\_\_

Number of instalments in which to be recovered \_\_\_\_\_

*Deductions made from leave-salary*

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs. \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs. \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ on account of \_\_\_\_\_ Rs. \_\_\_\_\_

*Details of Income-tax recovered*

Name of months	Pay		Gratuity funds etc.		Funds and other deductions		Amount of income-tax recovered		Remarks
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
April, 20									
May, 20									
June, 20									
July, 20									
August, 20									
September, 20									
October, 20									
November, 20									
December, 20									
January, 20									
February, 20									
March, 20									