MAHATMA GANDHI UNIVERSITY

FORM T.R.46

[See Rule 164 (a)]

BILL FOR PAY AND FIXED ALLOWANCES OR LEAVE SALARY OF A GAZETTED OFFICER

Note:- The University accept no responsibility for any fraud of misappropriation in respect of money cheques or drafts made over to messengers.

Name of Officer ..... Audit Number .....
(In Block Letters)

U.P.A.D

Head of Account:
Major Head
Minor Head
Sub Head

Voucher No.....
for ..... 200 .....

PROVIDENT FUND ACCOUNT NO:

Received for (month or other period) ..... 200 .....

		Monthly Rate		Amount	
		Rs.	Ps.	Rs.	Ps.
	My substantive pay/leave salary, additional pay for officiating as				
Pay of officers	Pay				
	Personal Pay				
	Transit Pay/Dearness Pay				
	Special pay/sp. Allowance				
Allowances	Dearness Allowance Arrear				
	Dearness allowance				
	Permanent travelling allowance				
	Conveyance allowance				
	Local allowance				
	House rent allowance				
	Other allowance				
	Total claim				
Deductions	Subscription for University Provident Fund Account No: ..... for the month of				
	Refund of Provident Fund Loan Instalment No: ..... month				
	Dearness Allowance Arrear to PF Acct.				
	Life Insurance Policy No:				
	.....				
	Group Insurance Scheme A/c No:				
	Family Benefit Scheme A/c No:				
	Staff Welfare Fund A/c No:				
	Conveyance advance Motor car/Motor cycle or other conveyance				
	House Building Advance				
	Festival Advance (Instalment No:)				
	Income Tax PAN:				
	Excess amount refund				
	Total deductions				
	Net claim	Rs.			

Net amount payable (in words) Rupees .....
.....

Pay to .....
Station .....
Date : .....

Revenue Stamp

Signature and designation

Pay Rupees .....
Date : .....

Contents Received

Asst. /Dy. Registrar

Banker/Agent

(For the use of the Audit Office)

DIRECTIONS FOR NOTE

1. An Officer Proceeding on of returning from leave, transfer or deputation should send to the University Office and to audit a certificate of transfer of charge in the printed form before presenting his bill for payment at University counter.
2. The charges held throughout the period of claim should be noted transit being separately entered where it exists (with dates).
3. An Officer who signs his own bills while absent on leave must either present it in person or furnish the life we certificate below, which must be signed by a responsible Officer of Government or some other well - known and trust worthy person.
4. In exchange for every bill so presented at the University counter a metal token will be issued which should be produced when payments is called for.
5. When conveyance allowance is drawn, the required certificate (see below) should also be signed by officer, without which the bill will not be cashed. The mode of conveyance maintained should also be specified.
6. A pay bill may be enfaced to a Banker or other recognised Agent and submitted for collection through such Banker or Agent. This will obviate the necessity to the Officer concerned of attendance in person or by messenger, as payment may then be made direct to the banker or agent. No endorsement to persons is permitted.
7. An Officer appointed substantively to an appointment must attach a certificate that he has submitted Proposals for State Life Insurance (Official Branch) or failing Insurance, has applied for admission to the General Provident Fund.
8. The Income tax and Super-tax deducted in the bill should be at a rate representing the average of the year under 'Salaries' less any abatements claimed on account of Life Insurance Premia, Provident fund subscription, etc. A statement arriving at the average monthly tax for the year should be attached to the first pay bill payable in a financial year and revised statements should be attached whenever a change is expected in the course of the year in this average rate as also with the bill for February of that financial year.

Conveyance Certificate referred to in No. 5

I here by declare that I have maintained a ..... from use during the month of ..... 200....

Date.....

Life Certificate referred to in No. 3

Certificate that Sreemathy Kumary / Shri .....

..... is alive on this date

Station..... Signature

Date..... Designation

I certify that during the period for which house rent is claimed, I did not occupy University/Government Quarters.

Date..... Signature.

UNIVERSITY PRE-AUDIT DEPARTMENT

Passed for Rs. .....

(Rupees .....)

Less: MGUECS - Rs: .....

Profn. Tax : - Rs: .....

(For the year.....)

Net amount payable : Rs. ..... (Rupees .....)

External Recoveries

1)

2)

3)

Total Recoveries - Rs .....

Date : **Asst.** **S.O.** **AR/DR**

CLASSIFICATIONS

Chargeable to { Major Head / Minor Head / Detailed Head

CASH SECTION

Cheque issued No .....

Date .....

Rs. .....

.....

Asst. *S.O.* *AR/D.R/JR/F.O*

Pay :	PF : .....
Sp. Pay :	PFL : .....
Sp. Allowance :	DA Ar to PF : .....
L. Salary :	LIC : .....
DA :	GIS : .....
DA Arrear	FBS
HRA:	SWF : .....
	MGA : .....
Total :	HBA : .....
Less :	FA : .....
	I.T : .....
Net :	Excess refund : .....
	Total .....

Note:- Audit officers should see that all compulsory deductions including those for the University Provident Fund are duly made and that the schedules showing the particulars of all fund deductions are attached to pay bill.