

“PAY BILLS”

Class of Establishment

Bill for Pay and Allowances of.....

For month of.....

1	2	3	4	5			6		
Serial No.	Name	Provident Institution No.	Designation	Pay			Overtime		
				No. of days	Rate	Amount	No. of days	Rate	Amount

7			8	9	10	11
Allowances to be named (separately)			Gross pay and allowances	Amount on which income-tax deduction is made	Amount on which provident fund deduction is made	@Deductions
No. of days	Rate	Amount				

12	13		14	15	16
Amount payable (8-11)	Recovery made at the time of payment by witnessing officer		Signature of Receiver	Amount unpaid and returned to Chief Cashier	Remarks

@The detailed columns for deductions may be provided to suit local requirements of each Railway administration.

I declare upon my honour that the above establishment was, to the best of my knowledge and belief actually employed in the public service of this branch or office during the month of 19.

- (i) Certified that the increments drawn in this bill have been earned by the Railway servants concerned under the rules from the dates shown in the Memorandum of Differences.
- (ii) Certified that Kilometrage/overtime noted against the running staff have/has actually been performed/earned by such staff during the months as shown in the bill.

- (iii) Certified that no railway employee for whom House rent allowance is charged in this bill has been in occupation of Government Quarters during the period for which the allowance has been drawn.
- (iii) Certified that rent has been recovered as per rules from all those employees who are occupying Government Quarters and are not entitled to rent-free quarters.
- (iv) Certified that the arrears charged in this bill have been duly sanctioned by competent authority and have not been charged previously in any bill.
- (v) Certified that a note of the arrear claim has been made in the office copies of the bills for the period to which the claim pertains.

Date

**.....
Signature and Designation of
Drawing Officer**

Note. – (1) Score out the Certificate which is not required.

- (2) A certificate to the effect that the railway servant on leave preparatory to retirement or refused leave under Rule 2127 (F.R. 86)-RII or any other corresponding rule, or terminal leave or such other leave on the expiry of which he is not expected to return to duty, was not employed under Government, Local Fund or a private employer during full pay or average pay portion of his such leave, should be recorded by the drawing officer, on the bill in which leave-salary for such a railway servant is drawn after obtaining from him a declaration regarding non-employment. This certificate will be required to be furnished twice, once at the time of claiming the leave-salary for the month following the month in which the employee proceeded on leave and again on the bill for the month in which the last day of the leave on full/average pay falls. Where full/average pay leave is followed by half average pay leave this second certificate may be recorded in the month in which the leave on full/average pay expired.
