

LAST PAY CERTIFICATE

(A&T No.289)

OFFICE OF THE _____

No. _____ Date _____

1 Name of Govt. Servant : _____

2 Father's Name: _____

Designation : _____ Scale of Pay : _____

Proceeding on _____ to _____

3. He has been paid upto and for : _____ at the following rates:-

PAYMENTS :

Pay	HRA	CA								G.TOTAL

DEDUCTIONS :

GPF	B-F	G-I								G.TOTAL

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

on the _____ noon of the _____ 20

5. Recoveries are to be made from the pay of Government servant as detailed 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.	amonth	
From	to	at Rs.	amonth	
From	to	at Rs.	amonth	

7. He is entitled to draw the following:

8. He is also entitled to joining time for _____ days.

9. The details of the Income Tax recovered from him up to the date from the beginning of the current year is noted on the reverse.

(Signature)

(Designation)

A copy is forwarded to :

(i) _____

(ii) _____

DETAILS OF RECOVERIES

Nature of recovery _____

Amount, rupees _____

To be recovered in _____ instalments.

DEDUCTIONS MADE FROM SALARY LEAVE SALARY

From _____ to _____ on account of _____ Rs.

From _____ to _____ on account of _____ Rs.

From _____ to _____ on account of _____ Rs.

Name of months	Pay	Gratuity, Fee etc.	Funds and other Deductions	Amount of Income-tax recovered	Remarks
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					

He took over charge of the office of _____
assumed

on the _____ noon of _____

(Signature)

(Designation)