

LAST PAY CERTIFICATE

Mrs. _____ of the _____ Proceeding on
Transferred to _____.

2. He / She has been paid up to _____at the following rates.

Personal No. _____ *GPF. No.* _____

Sr. #	Particulars	Rates
1	Basic Pay	
2	House Rent All.	
3	Conv. All.	
4	Medical All.	
5		
6		
7		
8		
Gross Pay		
1	GPF	
2	B.F	
3	G.I	
Total Deduction		
NET PAY		

3. He / She has made over charge of the office of _____on the _____noon of the _____.

4. Recoveries are to be made from the pay of the Government Servant as detailed on the reverse.

5. He / She has been paid leave salary as detailed below. Deductions have been made as noted on the reverse.

Period:		Rate:	Amount:
From	to	at Rs:	amount:
From	to	at Rs:	amount:
From	to	at Rs:	amount:

6. He / She is entitled to draw the following:-
Seal of pay is _____ Vide Salary Slip from Accountant General Punjab
No:_____ dated: _____ increment accrues on _____ every
Year and this may be drawn in the absence of instructions to the contrary from the Accountant
General, Punjab.

7. He/ She is also entitled to joining time for _____ days.

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

DETAILS OF RECOVERIES

Nature of Recovery_____

Amount Rupees:_____

To be recovered in:_____ installments.

Sign/Stamp

DEDUCTIONS MADE FROM SALARY / LEAVE SALARY

Fromtoon account ofRs:

Fromtoon account ofRs:

Fromtoon account ofRs:

Fromtoon account ofRs:

Names of Months	Pay		Gratuity/Gratuity Ree, Etc.		Funds and Other Deductions		Amount of Income tax Recovered		Remarks
July 20	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	
Aug 20									
Sep 20									
Oct 20									
Nov 20									
Dec 20									
Jan 20									
Feb 20									
March 20									
April 20									
May 20									
June 20									

He / She Took Over / assumed Charges of the office of _____
_____ on the _____ noon of _____

Sign/Stamp