

**T.R. FORM NO. 18 PAYBILL**  
[See T. R. 4.095]

**Pay Bill of the Permanent/Temporary Establishment of the \_\_\_\_\_ for the month \_\_\_\_\_, year 20 \_\_\_\_.**

DDO Code :- DDO Designation Office Address :- Head of A/c  Bill No. :            Date : Token/TV No.     Dae :	<b>Pay &amp; Allowances</b>	<b>Amount: Rs.</b>	<b>[To be adjusted by Accountant General (A&amp;E)]</b>	<b>Passed for payment of Rupees.</b>	
	Pay Less: Festival Recovery (-) Bill Overdrawal (-) 01 - Pay (Total) 02 - D.A. 03 - House Rent Allowance 04 - Ad-hoc Bonus 12-Medical Allowance -Other Pay/Allowances		<b>Part-I</b>	<b>Amount: Rs.</b>	(F) Payment Instruction:  Please pay as per Beneficiary List enclosed.  Below Rupees.  D.A.    Acctt.    (Signature of DDO with Seal) Section :            Date :
	(A) Gross Payment		(B) Total Deduction (Part-I)		
		(C) Treasury Gross : (A-B)			
Certified that :- 1. All emoluments included in Bills Drawn within last three months have been disbursed to proper persons. 2. Amount claimed in this bill has not been drawn before.. 3.. House rent allowance has been claimed as per rates approved by the Govt. and half-yearly verification of rent has been made by the Controlling officer. No house rent allowance has been drawn for persons who are in occupation of rent-free government quarters. 4. Dearnes payand/or any other kind of pay, dearness allowance, medical allowance and other allowances have been claimed as per approved rate of the Government. 5. Increment, pay on promotio, leave salary/subsistence allowance have been claimed in the bill as per existing rule & orders and noted in the service books, where necessary. 6. All persons whose names are omitted from but whose pay has been drawn in this bill have actually been employed during the monthand that full details of the names of the persons concerned and emoluments drawn for them working upto the total included in this bill have been duly shown in the office copy/pay bill Register. 7 The particulars of various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill 8.. Both Pay Bill Register/office copy and fair copy of bill agree in all respect.	Allotment during Fin. Year 20 ____ -20 ____  Total Allotment  till Date (A) Expenditure included in this Bill (B) Balance Amount (A - B)	Part-II (To be adjusted by Treasury) 0028-00-107-001-03-P. Tax  0049-04-800-019-07-Int. on Other Con.Adv.  0216-01-106-001-05-House Rent 7610-00-203-001-26-Other Con. Adv. 8009-01-104-002-19-G.P.F. (Gr.-D) 8011-00-107-001-14-GI-L.F.-1983 8011-00-107-002-14-GI-S.F-1983 8011-00-107-004-14-GI-L.F-1987 8011-00-107-005-14-GI-S.F-1987  8658-00-101-062-08-Adj. with AG. W.B. 8658-00-102-024-08-P.L.I. 8658-00-112-001-08-Income Tax 8658-00-123-001-08-G.I.-A.I.S. -Others	For use of the Treasury Pay Rs. _____ (Rupees ____ _____ only as per beneficiary list enclosed and by Cheque (s) as per (F) and by Transfer Credit to Head of Accounts as mentioned in Part-II (D) Rs.  D.A.                    Acctt.            Treasury Officer  Cheque Nos.    Date Voucher No.    Date		
			(D) Total Deduction (Part-II)		
			(E) Net Payment: (C-D) Rupees (in word)		
			For use of A.G. (Audit) Office  Admitted Rs. _____  Objected Rs.  Auditor    S.C./A.A.O.		

Department :  
 Head of Account  
 D.D.O. Designation : -  
 Pay Month & Year:

Establishment :  
 D.D.O. Code  
 Bill No. & Date :

SI No.	Name, Designation, Employee ID, GPF A/C No.	Pay Band & Grade Pay	Earnings (Rs.)	Total Earnings (Rs.)	Deductions (Rs.)	Total Deductions (Rs.)	Net Amount (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
			BP Gr.P NPP D.A HRA MA Others		P.T GPF SF 83 IF83 SF87 IF87 IT Others			

Bill Clerk

Accountant

Signature of D.D.O with Designation