

GAZETTED UNIVERSITY SERVANT'S SALARY BILL

N. B. : University accepts on responsibility for any fraud or misappropriation in respect of money on cheques or bills made over to a messenger)

Name _____ Audit/No _____

Designation _____

HEAD OF SERVICE			
Head of account _____	University Funds _____		
Received for the month of _____		Monthly rate	
My pay as _____		Amount	
		Rs.	Ps.
Officiating pay		
Dearness Allowances		
Additional Dearness Allowances		
Deputation Allowance		
Special Locality Allowance		
House Rent Allowance		
City Compensatory Allowance		
	Total Claim		

Less Deductions : noted below _____

Nature	Amount	Nature	Amount
1 Govt Life Insurance Fund	Rs. Ps.	5 House Building Advance	Rs. Ps.
(a) Official Branch		6 Interest on Balance of	
(Policy No.....)		H.B. Advance	
(b) Public Branch		7 Motor Car or Cycle	
(Policy No.....)		Advance	
Family Pension Fund		8 Interest on balance of	
2 University Provident Fund		Motor Car or Cycle	
(a) Subscription		Advance	
(A/c. No.....)		9 Other deductions to be	
(b) Refund of withdrawals		Specified	
3 House Rent		Total deductions	
4 Income tax on Rs.			
Less abatement on Rs.			
Paid for insurance			
C.O.			

Net amount payable in figures _____ (in words) _____

<p>R.B.I. BANGALORE/STATE BANK, MYSORE</p> <p>Gross amount Rs. _____</p> <p>Net passed for Rs. _____</p> <p>_____</p> <p>Rs. _____</p> <p>Superintendent Finance Officer</p>	<p style="text-align: center;">Contents received</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;">Please pay to</p> <p style="text-align: center;">Signature and Designation</p> <p style="text-align: center;">Date _____</p> <p style="text-align: center;">Station _____</p>
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1 A Gazetted University servant proceeding on, or returning from leave or on transfer should send to the Finance Officer a certificate of transfer of charge in the printed form before presenting his bill for payment (See also instruction 8)

2 A salary bill may be encased to a Banker or other recognised agent and submitted for collection through such Banker or Agent. This will obviate the necessity of the officer concerned attending in person or by messenger, as payment may then be direct to the Banker or Agent.

3 The period for which a subscription is due should be specified when it differs from the period for which pay is drawn.

4 If, on account of absence on leave or transfer to some other appointment, any of the allowances be not claimable for the whole month or admissible at different rates for different parts of the month, the broken periods for and the rate at which it is drawn should be stated against the entry concerned.

5 A Gazetted University servant drawing salary for the first time from any Treasury should present with his salary bill a Last pay Certificate unless he is a newly appointed officer drawing his pay for the first time pay slip issued by the Finance officer should be attached to the bill.

6 No Government University servant may draw an increased or changed rate of salary or fixed allowance unless the bill is accompanied by a letter of the Finance Officer authorising the amount to be drawn when a University servant proceeds on leave, the leave salary and the duty pay and allowances on return therefrom should be claimed only after receiving the necessary authorisation from the Finance Officer.

7 Certificate recorded hereunder should be attested by the University Gazetted Servant.

1. I certify that the conveyance viz.....for which the allowance is drawn was actually kept in good order and used by me during the month.

2. I certify that I have spent not less than the amount of Conveyance Allowance claimed in this bill towards conveyance charges in connection with University work.

3. I certify that an extract of the expenditure account due from me for the previous month was

forwarded to _____ in my Memo No _____ dated _____

Station _____

Date _____ 19 _____

Signature of the Gazetted
University Servant