

T. O. FORM No. 2
P. W. A. FORM No. 87

[See Sub. R. 18 under T.O. 9 (a)]

(To be used only in case which value of stamps is paid by cheque.)

Indent for Service Postage Stamps.

No. _____

Office of the Divisional Officer,
_____ Divisional,
Dated _____ the _____ 20 .

To,

The Treasury Officer,
_____.

| No. | Description | Value |
|-----|--|-------|
| | Service Post Cards | Rs. |
| | ¼ Anna Service Postage Stamps | |
| | ½ Anna Service Postage Stamps | |
| | ¾ Anna Service Postage Stamps | |
| | 1 Anna Service Postage Stamps | |
| | 1 ¼ Anna Service Postage Stamps | |
| | 2 Annas Service Postage Stamps | |
| | 2 ½ Annas Service Postage Stamps | |
| | 4 Annas Service Postage Stamps | |
| | 6 Annas Service Postage Stamps | |
| | 8 Annas Service Postage Stamps | |
| | 12 Annas Service Postage Stamps | |
| | 1 Rupee Service Postage Stamps | |
| | 2 Annas Service Postage Stamps | |
| | 5 Annas Service Postage Stamps | |
| | 10 Annas Service Postage Stamps | |
| | Total .. | |

Cheque No. _____ dated _____

Cash Book Voucher No. _____ dated _____

Divisional Accountant

Divisional Officer,

T. O. FORM No. 2
P. W. A. FORM No. 87

[See Sub. R. 18 under T.O. 9 (a)]

(To be used only in case which value of stamps is paid by cheque.)

Indent for Service Postage Stamps.

No. _____

Office of the Divisional Officer,
_____ Divisional,

Dated _____ the _____ 20 .

To,

The Treasury Officer,
_____.

Please supply this office with Service Postage Stamps, etc., of the value of
Rs. () _____ as detailed below:

| No. | Description | Value |
|-----|--|-------|
| | Service Post Cards | Rs. |
| | ¼ Anna Service Postage Stamps | |
| | ½ Anna Service Postage Stamps | |
| | ¾ Anna Service Postage Stamps | |
| | 1 Anna Service Postage Stamps | |
| | 1 ¼ Anna Service Postage Stamps | |
| | 2 Annas Service Postage Stamps | |
| | 2 ½ Annas Service Postage Stamps | |
| | 4 Annas Service Postage Stamps | |
| | 6 Annas Service Postage Stamps | |
| | 8 Annas Service Postage Stamps | |
| | 12 Annas Service Postage Stamps | |
| | 1 Rupee Service Postage Stamps | |
| | 2 Annas Service Postage Stamps | |
| | 5 Annas Service Postage Stamps | |
| | 10 Annas Service Postage Stamps | |
| | Total .. | |

A receipt for the amount sent herewith by cheque No. _____, dated
_____ is requested.

Divisional Accountant

Divisional Officer,

T. O. FORM No. 3
C.A.C. FORM No. 1.
 [See Sub. R. 31 under T.O. 16.]

(On a quarter sheet of demy lengthways)

Note: Government accepts no responsibility for any fraud or misappropriation in respect of money on cheques or bills made over to a messenger.

Pay Bill of Gazetted Government Servants.

| District of | Head of Service | Audit No. _____ | | | | | |
|---|---|----------------------|----|----|------------------|----|----|
| | | Voucher No. _____ of | | | list of payments | | |
| | | for | | | 20 . | | |
| Received for (month or other period) --- | | Monthly rate | | | Amount | | |
| | | Rs. | a. | p. | Rs. | a. | p. |
| | My substantive pay as .. | | | | | | |
| | Additional pay for officiating .. | | | | | | |
| | Personal pay .. | | | | | | |
| | Overseas pay .. | | | | | | |
| | Technical pay .. | | | | | | |
| | Compensatory Allowance .. | | | | | | |
| | Cost of Living Allowance .. | | | | | | |
| | Fixed travelling allowance as .. | | | | | | |
| | Total Claim .. | | | | | | |
| | Add----For Exchange Compensation allowance at p.c. .. | | | | | | |
| | Total .. | | | | | | |
| | Less----Fund deductions as detailed on reverse | Rs. | a. | p. | | | |
| | | 0 | 0 | 0 | | | |
| | | Rs. | a. | p. | | | |
| | Income tax on Rs. .. | 0 | 0 | 0 | | | |
| | Less----Abatement on Rs. paid for insurance | 0 | 0 | 0 | | | |
| | | 0 | 0 | 0 | | | |
| | | | | | 0 | 0 | 0 |
| | Net amount payable .. | | | | | | |

Rupees
 Dated at _____ the 20 . (Signature and Official designation)

Stamp

Pay Rupees

Dated

Treasury Officer

The names of the funds, and a money column should be printed on the reverse; also a note that the period for which the subscription was due should be specified when it differs from the period for which pay is drawn. The total of fund deductions should be signed.

Note: also that the fund deduction of a Conventional Civil Servant are taken upon his allowance before deductions on account of Civil Service Provident Fund.

Treasury and Audit Officers should see that all compulsory deductions including those for Pakistan Civil Service Provident Fund are duly made and noted on the reverse and that schedules regarding General Provident Fund and Pakistan Civil Service Provident Fund where such schedules are prepared by the officers themselves are attached to the pay bills.

T. O. FORM No. 4
C.A.C FORM No. 2 –Concl.

Columns continued to the end of the 1st page. The form continued on the other side of the page as follows: -

Space for printing any certificates required to entitle to allowance.

| | Rs. | a. | p | | | | | | | | | | | | | |
|---|-----|----|-------------------------|---|-----|----|----|-------------|--|--|--|-------------------------|--|--|--|----------------------|
| Railways and Steamer fares (column 6) | | | | Contents received Signature Stamp of Government Servant who traveled. Office. Date ----- 19. Memo. | | | | | | | | | | | | |
| _____ miles by road at _____ annas per mile (column 7) | | | | | | | | | | | | | | | | |
| _____ days for which dail allowance is claimed (Col. 8) at per day | | | | | | | | | | | | | | | | |
| Actual expenses (column 9) | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | |
| deduct single/double P.T.A. for () days under S.C.S. Rule | | | | Appropriation for 19. _____ 19. Expenditure, including this bill. | | | | | | | | | | | | |
| Deduct rent due to Government under S.C.S. Rule for days at | | | | | | | | | | | | | | | | |
| Net claim | | | | Balance | | | | | | | | | | | | |
| | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Rs.</td> <td style="width: 25%;">a.</td> <td style="width: 25%;">p.</td> <td style="width: 25%;">Passed date</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><i>District Officer</i></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">Countersigned (date)</td> </tr> </table> | Rs. | a. | p. | Passed date | | | | <i>District Officer</i> | | | | Countersigned (date) |
| Rs. | a. | p. | Passed date | | | | | | | | | | | | | |
| | | | <i>District Officer</i> | | | | | | | | | | | | | |
| | | | Countersigned (date) | | | | | | | | | | | | | |

Rupees (in figures and words) _____

date _____ 19.

Controlling Officer

Pay Rupees (in figure and words) _____

Date _____ 19 .

Treasury Officer

Instruction for preparing travelling allowance bills: -

1. Journeys of different kinds and journeys and halts should not be entered on the same line.
2. Number of miles traveled should be entered in all cases of journeys by road or by boat.
3. Permanent traveling, conveyance and horse allowances should be drawn along with the pay of the Government of servant and not in traveling allowance bills.
4. Fractions of a mile in the total of a bill for any one journey should not be charged for.
5. When the 1st item of traveling allowance to any Government servant is a halt, the date of commencement of the halt should be stated in the "Remarks" column.
6. A certificate of attendance given by the court or authority should be attached to the bill if travelling allowance is drawn under S.C.S Rule 536.
7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

T.O. FORM NO. 5
C.A.C. FORM No.7

(See Sub. R. 38 (a) under T.O. 16.)

To be printed on foolscap

Form of Pay Bill for Establishments not revised on time scale of Pay

Detailed Pay Bill of Permanent Establishment of the _____ for the month of _____ 19 ____.

District _____

| Admitted Rs. Objected Rs. Auditor | | Head of Service chargeable | | Pay Rupees (_____) _____ _____ _____ | | Voucher No. _____ of _____ | | List of Payments for _____ 19 ____. | | | | | |
|---|--------------|---|---|--|---|----------------------------|-----------------------------|-------------------------------------|--|---|--------------------|---------|--------------|
| Senior Accountant | | | | Cheque No. _____ Auditor _____ G.O. _____ | | | | | | | | | |
| Name of Section and of incumbent | Name of post | Pay and acting allowance claimed (separately) for Government servants present on duty | Leave salary claimed (separately) for absentees | Compensatory allowances | Pay, acting allowance or leave salary held over for future payments | Fines | Net charge for each section | G.P. Fund | Other Funds and miscellaneous recoveries | Income tax | Net amount payable | Remarks | Acquit tance |
| Total: | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| below .. | | | | | | | | | | Deduct---Un-disbursed pay refunded, as detailed | | | |
| figures) .. | | | | | | | | | | Net sum required for payment (in words and | | | |

The total of each section should be entered in red ink.

- In case of recoveries made under orders issued from an Audit Office, the number and date of the Comptroller's letter should be quoted in the bill

- 1) Received Contents: also certified that I have satisfied myself that all emoluments included in bills drawn 1month/2month/3month previous to this date with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper persons, and that the acquittances have been taken and filed in my office, with receipt stamp duly cancelled for every payment in excess of Rs. 20.
- 2) Certified that no person in superior service has been absent either on duplication or suspension or with or without leave (except on casual leave) during the month.
- 3) Certified that all officers whose names are omitted from, but whose pay has been drawn in this bill have actually been entertained during the month.
- 4) Certified that no leave has been granted until by reference to applicant's service books and leave accounts and to the leave rules applicable to them: I have satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from leave and all periods of suspension and deputation and other events which are required under the rules to be so recorded have been recorded in the service books and leave accounts under my initials.
- 5) Certified that all appointments and permanent promotions and such of the acting promotions as have to be entered in the service books as per the columns in the standard S.C.S.R. Form No. 1 have been entered in the service books of the persons concerned under my initials.
- 6) Certified that during the period for which house rent has been claimed no rent-free Government quarters were allotted to or were occupied by any person for whom house rent allowance has been drawn in this bill.

Station _____

Date _____

Signature and designation of Head of Office

| Section of Establishment | Name | Period | Amount | Section of Establishment | Name | Period | Amount | Pay Rupees () _____ |
|--------------------------|------|--------|--------|--------------------------|------|--------|--------|---|
| | | | | | | | | Examined and entered. Treasury Accountant. Treasury Officer Dated 19 . |

T.O FORM No. 6
[See Sub. R. 38(b) under T.O. 16

Detailed pay bill of the permanent establishment (Time Scale) of the _____ for the month of _____ 19__ .

For use in Audit Office.

| Admitted Rs. | Objected Rs. | Auditor | Superintendent | Head Chargeable | | | | | | | | | | | Voucher No. _____ of _____ list for _____ 19__ . | |
|---------------------|---|---------------------|---|-----------------|-----------------|------------------------|-----------|-------------------------|------------------------|--|--|------------|---|----------------|--|-------------|
| | | | | | Total | Deducted | G.P. Fund | Total Premia | Fund | Fund | Income Tax | Advances | House rent, etc | Total Advances | Net amount paid | |
| Serial No. of posts | section of establishment and name of incumbents | Fixed contingencies | substantive pay (personal pay or special pay, if any, should also be shown in this column as a separate entry below substantive pay | Leave salary | Officiating pay | Copmansatory allowance | Total | For use in Audit Office | General Provident Fund | Postal premia and other fund deductions (specify fund) | Net after deducting fund subscriptions | Income tax | Misc. recoveries (fines and advances, house rent) | Net Payable | Remarks | Acquittance |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | Grand total .. | | | | | | | | | | | | | | | |

- To be entered by Drawing Officers and checked in Audit Office.
- [1] Here over amounts should be entered in the appropriate columns 3,4,5,6, or 7 as the case may be, in red ink and ignored in totaling
- [2] In the remarks column should be recorded all unusual permanent events such as death, retirement, permanent transfer, first appointment, which find no place in the increment certificate.
- [3] The total pay of an officer officiating in a certain scale should be drawn for the period only that he officiates in that section. An officer during transit should draw his pay in that scale according to which he draws pay of the period.
- [4] Each scale should be divided off by a red line drawn right across the sheet and a total of columns 3,4,5,6 and 7 for the scale should be put in column 8 in red ink
- [5] The names of the men holding permanent posts should be entered in order of seniority and below those will be shown the posts left vacant and the men officiating in the permanent vacancies.

| | | | | |
|--|---|-----|---|--|
| | | Rs. | a | <p>1) Received Contents and certified that I have satisfied myself that all emoluments included in bills drawn 1month/ 2month/3month previous to this date with the exception of those detailed below (of which the total has been refunded by deduction form this bill), have been disbursed to the proper persons, and that the acquittances have been taken and filed in my office, with receipt stamp duly cancelled for every payment in excess of Rs. 20.</p> <p>One line to be used and the others scored out.</p> <p>2) Certified that no person in superior service has been absent either on duplication or suspension or with or without leave (except on casual leave) during the month of</p> <p><i>Note:-When an absentee statement accompanies the bill this certificate should be struck out.</i></p> <p>3) Certified that no leave has been granted until by reference to applicant's service books and lave accounts and to the leave rules applicable to them: I have satisfied myself that it was admissible, and that all grants of leave and departures on, and returns form leave and all periods of suspension and deputation and other events which are required under the rules to be so recorded have been recorded in the service books and leave accounts under my initials.</p> <p>4) Certified that all appointments and permanent promotions and such of the acting promotions as have to be entered in the service books as per the columns in the standard S.C.S.R. Form No. 1 have been entered in the service books of the persons concerned under my initials.</p> <p>5) Certified that all Government servants whose names are omitted from, but for whom pay has been drawn in, the bill have actually been entertained during the month. (Sub.R. 38).</p> <p>6) Certified that no person for whom house rent allowance has been drawn in this bill has been in occupation of rent-free Government quarters during the period for which the allowance has been drawn.</p> <p>7) Certified that pay has been granted to new entrants into Government service as defined in paragraph 1(a) of Government Resolution, Finance Department No150/33, dated the 28th December 1933, either at the revised rates of pay or at the reduced rates of pay in accordance with the orders of Personal pay given on account of the revision or reduction of the scales of pay has been merged into increments as they occurred.</p> <p style="text-align: right;">Signature and Designation of he Drawing Officer</p> <p>Section</p> <p>Date 19 .</p> |
| Total (Column8) | | | | |
| <i>Deduct</i> –Un disbursed pay as detailed below: | | | | |
| <i>Deduct</i> General Provident Fund (Column110) | | | | |
| <i>Deduct</i> Postal Premia and other fund deduction (Column 11). | | | | |
| <i>Deduct</i> Income Tax (column 13) | | | | |
| <i>Deduct</i> In adjustment of advances recoverable as detailed in statement (attached) | } | | | |
| <i>Deduct</i> Recoveries on account of house rent, etc as detailed in statement (attached) | | | | |
| Total deductions | | | | |
| Net amount required for payment (in words) Rupees. | | | | |
| Pay to me -----. | | | | |

Pay Rs.) Rupees

Examined and entered

Treasury Accountant.

Dated 19 .

Treasury Officer.

DETAIL OF PAY OF ABSENTEES REFUNDED

| Section of Establishment | Name | Period | Amount | Section of Establishment | Name | Period | Amount |
|--------------------------|------|--------|--------|--------------------------|------|--------|--------|
| | | | | | | | |

PERIODICAL INCREMENT CERTIFICATE

Certified that the Government servants named below have earned the prescribed periodical increments from the dates cited in column 6 having been the incumbents of the appointments specified for not less than _____ year form the date in column 5 after deducting periods of suspension for misconduct and of absence on leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave :-

| name of incumbent | whether substantive or officiating | Scale of pay of post | Present pay | Date of last increment or of appointment to post | Date of present increment | Pay after present increment | Suspended for misconduct | | Leave without pay and in the case of those holding the posts in officiating capacity, all other kinds of leave | |
|-------------------|------------------------------------|----------------------|-------------|--|---------------------------|-----------------------------|--------------------------|----|--|----|
| | | | | | | | From | To | From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | Rs. | Rs. | | | Rs. | | | | |

Note 1. –When the increment claimed is the first to carry a Government servant over an efficiency bar columns 3 to 7 should be filled up in red ink.

Note 2. –In case in which an increment is allowed otherwise than for reasons mentioned above, the second alternative certificate printed on T.O. Form No.9 should be used.

Signature and designation of Drawing Officer.

T.O. FORM NO.6 CONTINUED.

Absentee Statement

| Name of Absentee | Actual rate of pay | Designation and rate of pay of vacant post. | Nature of Absence | | | | Rate of absentee allowance per month | (To be filled up by audit office) | | Officiating Government Servant (if any) | | | | (To be filled up by Audit Office) | |
|------------------|--------------------|---|-------------------|--------|------------------|---------------|--------------------------------------|-----------------------------------|---|---|------------------|-----------------|-----------------|-----------------------------------|---|
| | | | Kind | Period | From A.M. or P.M | To A.M to P.M | | | | Name | Substantive post | Substantive pay | Officiating pay | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | |
| | | | | | | | | E.C | S | | | | | E.C | S |

Dated 19 .

Signature and designation of Drawing Officer

Note:

1. In column 4 should be stated "full (Half or quarter) average pay", "without pay", "deputation", "officiating _____", "in transit", "transferred to _____", "suspended" etc, the date for each being specified as far as possible in columns 6 and 7. In case of suspension it should be noted whether or not the period counts for pension.
2. The statement should be divided off into sections corresponding to sections in the bill, only those arrangements affecting one section being shown together.
3. When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment return, particulars or the calculation should be given in manuscript attached to the first bill in which the leave salary is drawn. If the calculation involves pay drawn outside the officer's substantive section, references to the vouchers in which such sums were drawn should also be given.
4. All changes in the scales of the permanent establishment due to retirements, transfers, deaths and consequent new appointments and increases and decreases of scale should be shown. The number of posts left unfilled should be noted at the end of each section and if there is no unfilled post in any month the fact should be so recorded.

T.O. FORM NO.7
[See Sub. R. 40(a) under T.O 16]

Absentee Statement of the Establishment of

for the month of _____ 19 .

| Name of Absentee | Actual rate of pay | Designation and rate of pay of vacant post. | Nature of Absence | | | | Rate of absentee allowance per month | (To be filled up by audit office) | Officiating Government Servant (if any) | | | | (To be filled up by Audit Office) | Remarks |
|------------------|--------------------|---|-------------------|--------|------------------|---------------|--------------------------------------|-----------------------------------|---|------------------|-----------------|-----------------|-----------------------------------|---------|
| | | | Kind | Period | From A.M. or P.M | To A.M to P.M | | | Name | Substantive post | Substantive pay | Officiating pay | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | | | | | | | | E.C | S. | | | | E.C | S |

Head of Office

Note:

1. In column 4 should be stated "full (Half or quarter) average pay", "without pay", "deputation", "officiating _____", "in transit", "transferred to _____", "suspended" etc, the date for each being specified as far as possible in columns 6 and 7. In case of suspension it should be noted whether or not the period counts for pension.
2. The statement should be divided off into sections corresponding to sections in the bill, only those arrangements affecting one section being shown together.
3. When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment return, particulars or the calculation should be given in manuscript attached to the first bill in which the leave salary is drawn. If the calculation involves pay drawn outside the officer's substantive section, references to the vouchers in which such sums were drawn should also be given.
4. The number of completely vacant posts should be noted at the end of each section.

T.O FORM NO.8
C.A.C. FORM NO.8

[See Sub. R. 40(a) under T.O.16]

Absentee Statement

| Name and designation of (substantive) of absentee. | PAY OF ABSENTEE (RATE PER MONTH) | | | NATURE OF ABSENCE | | | | | Rate of absentee allowance per month | ACTING INCUMBENT | | | Monthly rate of officiating pay | Monthly rate of cost of absence, total of columns 10 and 14 | Remarks |
|--|----------------------------------|---------|--------|-------------------|--------|-----------------------------|---------------------------------|--|--------------------------------------|------------------|------------------|-----------------|---------------------------------|---|---------|
| | Maximum | minimum | Actual | Kind | Period | Office to which transferred | Date of commencement of absence | Date of return (to be filled in when he returns) | | Name | Substantive post | Substantive pay | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | | | | | | | | | |

- A. Each chain of arrangements consequent on each absence should be separated from others by a line ruled across the statement.
- B. For a government servant absent on special temporary duty or temporary transfer, columns 1 to 9 and 10 to 14 will be filled in and the word “transfer” entered in column 5 with a note in the column of remarks, of the particular appointment held.
- C. If a government servant is suspended, columns 1 to 15 should be filled in and the word ‘suspended’ entered in column 5 while in the last statement in which a suspended person;s name appears, it should be noted in the column of remarks whether or not the period of suspension counts for pension.
- D. The entire chain of arrangements in consequence of each absence should be entered in the absentee statement of those bills only in which the original vacancy appeared. In other case it will be sufficient to show the name of the absentee and the person appointed to officiate for him. Entries made in the absentee statement in accordance with these instructions should be separated off by a red ink line drawn across the statement.
- E. In columns 8 and 9 it should be stated whether the departure or return occurred A.M or P.M on the date mentioned.

T.O. FORM NO.9

[See Sub R. 43 under T.O.16]

Increment certificate

(1) Certified that the Government servants named below have been the incumbents of the appointments indicated, for not less than years since the date in column 4, after deducting period of suspension for misconduct and absences on leave without allowances, and in the case of those holding the posts in officiating capacity, all other kinds of leave, and that they have earned the prescribed periodical increment from the dates cited: -

(2) Certified that the Government servants named below have earned periodical increments from the dates cited, for reasons stated in the explanatory memo. Attached hereto: -

| Name of incumbent | Whether substantive or acting | Present pay | Date of last increment or of appointment to the post | Amount of present increment | Date of resent increment | Future pay | Suspended for misconduct | | Leave without allowance and in the case of those holding the posts in officiating capacity, all other kinds of leave. | |
|-------------------|-------------------------------|-------------|--|-----------------------------|--------------------------|------------|--------------------------|----|---|----|
| | | | | | | | From | To | From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Note1. When the increment claimed is the first to carry an officer over an efficiency bar, columns 5, 6 and 7 should be filled up in red.

Note2. The figures (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo should be submitted in any case in which reason (2) applies.

T.O FORM No. 10
C.A.C FORM No.11

(See Sub. R. 45 under T.O.16)

Certificates

1. Certified ha I have satisfied myself that the amounts included in bills drawn 1month/2months/3months previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants therein named and their receipts taken in acquittance roll filed in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20.

*2. Also that the journeys for which mileage has been claimed under S.C.S Rule 457 for non-gazetted ministrial or menial Government servants, were made by public or hired conveyance under my orders.

†3. Also that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (S.C.S. Rule 467)

4. Certified that the distances between places shown in the bill are correct, so far as I have been able to ascertain from District Officers.

5. Certified that the actual cost by road claimed in the bills for which vouchers should not be obtained is correct to the best of my knowledge and the reasons therefore are _____ (S.C.SR. 414).

6. Certified that no other Government servant travelled with the person(s) for whom travelling allowance is claimed in this bill by road in the same private, public but reserved conveyance except _____ (name of the government servant concerned).

7. Certified that claims representing payment of railway, air or steamer fares are for the fares of the class of accommodation actually used (S.C.S.R. 398A).

8. Certified that the journey was performed by a lower class only for the reason that no accommodation was available in the higher class (S.C.S.R. 398A).

9. Certified that the journey was performed by other than the shortest and cheapest rout in the interest of service [S.C.S.R. 397 (G)].

10. Special means of conveyance were engaged under my orders (S.C.S.R. 397-C, D and F.)

(XYZ)

(Signature of the Controlling Officer/Honourable Minister)

* One line to be used and the others scored out.

† Clause 2 should be scored out with a pen when no mileage is claimed under S.C.E.Rule 457 and clause 3 when there is no claim under S.C.S. Rule 467.

Details of travelling allowance refunded.

| Section of establishment | Name | Period | Amount | | | Section of establishment | Name | Period | Amount | | |
|--------------------------|------|--------|--------|--|--|--------------------------|------|--------|--------|--|--|
| | | | | | | | | | | | |

Passed for Rs. _____

Head of Office

Date _____ 19 .

(Controlling Officer)

Pay Rupees (_____)

*From _____ Sub-Treasury

Examined and Entered

*Treasury Officer**Accountant*

Date _____

Sub-Treasury Officer

Incorporated in the District Accounts on _____

Accountant

* To be filled up when payable from a Sub-Treasury.

T.O FORM NO.11
C.A.C FORM NO.12

(See sub R. 47 under T.O.16)

Certificates

(1) Certified that the distances between places shown in the bill are correct, so far as I have been able to ascertain from the District Officers (Government Resolution, Finance Department, No.3804, dated 8th November 1905).

(2) Certified that the actual cost by road claimed in the bill for which vouchers could not be obtained in correct to the best of my knowledge.

Head of Office

TO FORM NO.11
CAC FORM NO.12

(For Public Works Establishments _____ not payable at the treasury)
 Travelling allowance general of _____ of _____ division for the month of _____
 Name and designation _____
 Headquarters _____
 Actual Pay _____

| Dates (and hours when necessary) of journeys and halts 1 | | Route 2 | | Purpose of journey 3 | Kind of journey, i.e. by road, boat, steamer or train (mail or ordinary) or sea. 4 | Number of miles 5 | Allowances Claimed | | | | | | | | | | Total of each line 9 | Remarks 10 |
|---|----|------------|----|-------------------------|---|----------------------|---|---|---|-----------------------|------|--------|---------------------------------------|---|------------------------|--------|-------------------------|---------------|
| | | | | | | | Mileage by road or boat or actual expenses 6 | | | Daily Allowances 7 | | | Railway and steamer or sea fares 8 | | | | | |
| From | To | From | To | | | Rate | Amount | | | No. of days | Rate | Amount | | | Class single or double | Amount | | |
| | | | | | | | Rs. | a | p | | | Rs. | a | p | | Rs. | a | p |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | Total | | | | | | | | | | | |

(in words)

Passed for Rs. _____ (in words) _____ signature _____

Dated _____

19 _____

Details of actual expenses:: -

The Head of Office should record, if necessary, the certificates required of him under S.C.S Rules 449 and 457 or under any other rule.

Controlling Officer

T.O. FORM NO.11 Concl'd

Instructions for preparing travelling allowance Claims.

1. Journeys of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried separately to the last money column.
2. Hours of journey should be mentioned only:
 - 1) When for an absence from headquarters of not more than two consecutive days daily allowance is claimed for days.
 - 2) When mileage or actual expenses in lieu thereof are claimed
 - 3) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or by a halt.
3. Number of mileage travelled should be entered in all cases of journeys by road or by boat.
4. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not on Travelling Allowance Bill.
5. Fractions of a mile in the total for any one journey should not be charged for.
6. When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt should be stated in the remarks column.

T.O FORM No.12-Continued

1. Certified that I have satisfied myself that the amounts included in the bills 1month*/2month/3months previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants therein named and their receipts taken in the Acquittance Roll.
- Treasury
- Voucher No. _____ of list for
- 19 . Rs.
- (Classification to be entered by the Preferring Officer.)
2. Certified that in support of each claim for which no voucher accompanies this bill, a duly completed travelling allowance journal countersigned by the proper authority has been placed on record in my office.
- Total Amount of Bill Rs.
- AdmittedRs.
- ObjectedRs.
- Auditor _____ R.O

Contents received

Date

19.

Executive Engineer

Divisional Accountant

* One line to be used and the others scored out.

T.O.FORM NO.14
C.A.C. FORM NO.41

(See Sub. R. 70 under T.O. 16)
(To be printed on ordinary foolscap lengthwise)

Bill for pensions chargeable to _____ *paid at* _____ *Treasury from* _____ *to* _____ *19* _____

| Payment | | Number of pension payment order | Signature of pensioner to non-employment certificate. <i>We declare that we have not received any remuneration for serving in any capacity, wither in a Government establishment or an establishment paid from local fund, during the period for which the amount of pension claimed in this bill is due.</i> | Name of pensioner | Monthly amount | Period of claim | Amount paid | Signature of payee with stamp if payment exceeds Rs. 20 <i>We do hereby acknowledge to have received the amount set against our respective names as pensions due for the periods noted under the order quoted in our respective Pension Payment Order.</i> |
|---------|-----|---------------------------------|--|-------------------|----------------|-----------------|-------------|---|
| Date | No. | | | | | | | |
| | | | | | | | | |

Note1. The non-employment certificate should also be printed in vernacular.

Note2. In the case of pensioners who furnish particulars of re-employment in the certificate (See Sub. R.70 clause 4) the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

T.O FORM NO.15
C.A.C. FORM NO.17

(See Sub R. 72 under T.O. 16)

| DISTRICT OF | | REFUNDS OF REVENUE | | | | | | | | | | | |
|-----------------------------------|--------------------------|---------------------------------------|----|----|-----------------------------|---|----|----|---|---------------|-----------------------|----|----|
| <i>Head of Service chargeable</i> | | Deduct refunds (Name of Revenue Head) | | | | | | | | | | | |
| In whose name credited | On what account received | Amount realised | | | Date of payment in Treasury | Amount in which included and head to which credited | | | Treasury Officer's signature in token of certification of Treasury credit | Name of payee | Amount to be refunded | | |
| 1 | 2 | 3 | | | 4 | 5 | | | 6 | 7 | 8 | | |
| | | Rs. | a. | p. | | Rs. | a. | p. | | | Rs. | a. | p. |
| | | | | | | | | | | | | | |

(1) Certified that this order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued.

(2) Passed for payment under sanction given in _____

(3) Sanction and passed for payment.

Note. (2) or (3) to be struck out as required.

*Received payment
Claimant's signature*

Magistrate or Officer

The _____ 19
Examined

Account

Pay Rupees _____ *only*
Officer in charge of Treasury

In cases where refunds of fines are permitted to be made direct form Treasuries Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury of Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the head quarters (not Sub. Treasury)

T.O FORM NO.16

(See Sub. R. 53 under T.O. 16)

(Note to be paid at the treasury after the 10th unless the certificate prescribed in G.R. F.D, No. 3471, dated 24th September 1915, printed at foot is signed)

| | | | | |
|----------------------|---|-----------------------|---|---|
| Government of Sindh | ABSTRACT BILL FOR CONTINGENT CHARGES OF Detailed bill will be sent for countersigning on | For the month of 19 . | | |
| Head of Service | | Nos. of Vouchers | | |
| Nos. of Sub-Vouchers | Abstract of Charges and Date of Authority where special sanctions is necessary. | Amount | | |
| | | Rs. | a | p |
| | Total rupees (in words) | | | |

Dated 19

contents received

Pay rupees

(Head of Office)

All detailed bills for the preceding month have been submitted to the Controlling Officer (except those set forth in the actual memorandum which explains the reasons for the non-submission).⁷

⁷ The portion in barracks is intended to be scored out in ordinary cases, and should used in exceptional circumstances only.

Dated 19 Treasury Officer

Payable in cash to

(Head Office)

AUDIT PAGE

TREASURY

Voucher No. of List

For 19

Rs.

(Classification to be entered by the Preferring Officer)

For use in the (Comptroller's Office)

Total amount of the Bill Rs.

Objected to Rs.

For want of detailed bill

Auditor

Reviewing Officer

Detailed Bill received and attached to Voucher

Dated 19

Auditor