

FORM TR.17

[See rule 249(1)]

**(PAY BIL OF GOVERNMENT SERVANTS NATIONAL PAY SCALE NO. 16 OR ABOVE
FOR PAYMENT AT AN ACCOUNTANT – GENERALS OFFICE)**

OBVERSE

Note: government accepts no responsibility for any fraud or misappropriation in respect of money, cheques or drafts made over to a messenger.

Name of the Government Servant

| | | |
|-----------|-------------------------|----------------------|
| Token No. | Major Function _____ | No. of Voucher _____ |
| ----- | Minor Function _____ | |
| Audit No. | Detailed Function _____ | |

| | | |
|-----------------------------------------|----------------|---------|
| Received for the month of 20..... | Classification | Monthly |
|-----------------------------------------|----------------|---------|

| | Old Codes | New Code | Rate | Amount |
|------------------------------------------|-----------|----------|------|--------|
| Basic Salary | | | | |
| My substantive / officiating pay as..... | 01101 | A01101 | | |
| Special pay | 01103 | A01103 | | |
| Technical Pay | 01104 | A01104 | | |
| ----- Total Basic Salary | | | | |

Regular Allowance:

| | | | | |
|--------------------------------------|-------|--------|--|--|
| Senior Post Allowance..... | 02100 | A01201 | | |
| House rent Allowance | 02200 | A01202 | | |
| Conveyance Allowance | 02300 | A01203 | | |
| Sumptuary allowance | 02400 | A01204 | | |
| Dearness Allowance | 02500 | A01205 | | |
| Local Compensatory Allowance..... | 02600 | A01206 | | |
| ----- Total regular Allowance | | | | |

Other Allowances:

| | | | | |
|---------------------------------------------------------|-------|--------|--|--|
| Honoraria | 03300 | A01273 | | |
| Medical charges | 03400 | A01274 | | |
| Rest and recreation Allowance | 03500 | A01275 | | |
| Outfit Allowance | 03600 | A01276 | | |
| Leave Salary..... | 03800 | A01278 | | |
| ----- Total Other Allowances (Excluding T.A) | | | | |

GROSS CLAIM – ESTABLISHMENT CHARGES

Less Fund Deductions :

| | | | | |
|----------------------------------------------|---------|--------|--|--|
| * General Provident Fund (A/C No. Civil..... | 1503000 | G06103 | | |
| * ICS (NEM) Provident Fund (A/C No.)..... | | | | |
| Contributory Provident Fund (A/C No.)..... | 1523000 | G06123 | | |
| * Group Insurance Fund | 3316001 | G06409 | | |
| * Benevolent Fund | 3315001 | G06202 | | |
| Postal Life Insurance Fund (Policy no.)..... | | | | |
| Deduct:- Income Tax | 0118100 | B01187 | | |
| Trade Tax / Deduction at source | 0172000 | B01603 | | |

Deduction of Advances and Recoveries:

| | | | | |
|-----------------------------------------|---------|--------|--|--|
| * Advance of pay | | | | |
| House building advance..... | 2251000 | E02501 | | |
| Motor Car Advance | 2252000 | E02502 | | |
| Motor cycle Advance | 2253000 | E02503 | | |
| Interest on house building advance..... | 1135100 | C01601 | | |
| Interest on motor car advance..... | 1135200 | C01602 | | |
| Interest on Motor cycle advance | 1135300 | C01603 | | |

Net claim

NET Amount (in words)

Rupees

Code number applicable to Government servant be inserted from Codes given on reverse.

Certified that:

- (a) I have neither been provided with accommodation by the government nor I share any such accommodation with another allottee without necessary permission of the Estate officer.
- (b) My wife/husband is not in the service of the Federal / Provincial government / autonomous body.
- (c) My wife / husband who is in the service of Federal / Provincial Government / autonomous body is not in receipt of house and allowance.
- (d) I am not residing within my work premises.
- (e) I am spouse who is not drawing Motor Cycle/Car No..... which is registered, in my own name or in the name of my spouse who is not drawing Motor Cycle/Car Allowance for the same.

Not payable Before _____ Signature
 Pay Rs. (Rupees)

Directions:

1. A pay bill may be submitted to the Accountant General seven days before the last working day of the month in respect of which the pay is earned (see rule 217).
2. Bills are liable to be delayed in reaching the Accountant General's office if sent by post or forwarded in a closed cover. They should, therefore, so far as possible, be presented by hand or in an open cover at the receiving counter of the Accountant General's office.
3. In exchange for each bill so presented a metal token will be issued which should be produced when payment is called for.
4. A pay bill may, if desired by enfacd for payment to a banker or agent and submitted for collection through such banker or agent to obviate the necessity of the Government servants attendance in person or by messenger, as payment may then be made direct to the banker or agent.
5. All pay bills are paid by cheques issued on the bank if the amount exceed twenty rupees or in each if the amount is not more than twenty rupees.
6. When payment is to be made by crossed cheque sent by post, the cheque will be sent by the Accountant General's office without further action on the part of the payee. He must, however, acknowledge its receipt by return of post. Failure or delay to do this will render the drawer liable to forfeit this privilege. When payment is to be received in person or through messenger, an intimation will be given as soon as possible after the bill is passed. It is not necessary that an intimation should have been received by the payee before he can be paid the payee can send his messenger along with the receipt token and intimation, if issued in the following form:

“Received by cash/cheque Rs..... (Rupees) from The Accountant General/ State Bank of Pakistan in payment of my pay bill No..... Dated the 20..... For 20.....

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

Note: Audit officers should see that all compulsory deductions are duly made and the schedules showing particulars of all Funds deductions are attached to the pay bills.

| DETAILS OF CODE NUMBERS | NEW | OLD |
|-----------------------------------------------------------------------|--------|---------|
| General Provident Fund (Civil) | G06103 | 1503000 |
| General Provident Fund(Post office) | G06112 | 1512000 |
| General Provident Fund (Railway) | G06114 | 1514000 |
| General Provident Fund (Defence) | G06104 | 1504000 |
| Indian Civil Service Provident Fund | G06101 | 1501000 |
| Indian Civil Service (Non European Members) Provident Fund | G06102 | 1502000 |
| General Provident Fund (Telegraph and Telephone) | G06113 | 1513000 |
| Federal Government Employee Benevolent Fund (Civil) | G06202 | 3315001 |
| Federal Government Employee Benevolent Fund (Defence) | G06203 | 3315002 |
| Federal Government Employee Benevolent Fund (Post Office) | G06205 | 3315004 |
| Railway Employees Benevolent Fund | G06213 | 3315012 |
| Federal Government Employee Benevolent Fund (Telegraph and Telephone) | G06204 | 3315003 |
| Federal Government Employees Fund (Civil) | G06409 | 3316001 |
| Federal Government Employees Fund (Defence) | G06410 | 3316002 |
| Federal Government Employees Fund Post office) | G06412 | 3316004 |
| Railway Employees Insurance Fund | G08103 | 3316012 |
| Federal Government Employees Insurance Fund (Telegraph and Telephone) | G09106 | 3316003 |
| Objection book advance (Civil) | F02119 | 5201000 |
| Objection book advance (Defence) | F02143 | 5204000 |
| Objection book advance (Telegraph and Telephone) | F02144 | 5205000 |
| Advance Recoverable (Defence) | F02120 | 5202000 |
| Objection Recoverable (Railway) | F02133 | 5203000 |