

LAST PAY CERTIFICATE

Last pay certificate of.....
of the
proceeding on
to.....

2. He/she has been paid up to at the following rates :-

Particulars	Rate
Substantive pay.....	
Officiating pay.....	
Allowance, etc.....	
.....	
.....	

Deductions

3. He/she made over charge of the office of
.....on
thenoon of

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..... toat Rs..... a month		
From..... toat Rs..... a month		
From..... toat Rs..... a month		

6. He/she is entitled to draw the following :-
.....
.....

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

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

Dated.....20

Signature.....

Designation

Details of recoveries

Nature of recovery.....

Amount Rs.

To be recovered in instalments

Deduction made from leave salary

From to..... on account of Rs.....

From to..... on account of Rs.....

From to..... on account of Rs.....

Name of months	Pay	Gratuity. Fee. etc.,	Funds and other Deductions	Amount of income-tax recovered	Remarks
April 20 --					
May 20 --					
June 20 --					
July 20 --					
August 20 --					
September 20 --					
October, 20 --					
November 20 --					
December 20 --					
January 20 --					
February 20 --					
March 20 --					