

No. \_\_\_\_\_

Office Case \_\_\_\_\_

LAST PAY CERTIFICATE

Of Mr./Miss/Mrs \_\_\_\_\_

Of the \_\_\_\_\_

proceeding on \_\_\_\_\_ to \_\_\_\_\_

2. He/She has been paid upto \_\_\_\_\_  
at the following rates:

| Particulars                        | Rates     |
|------------------------------------|-----------|
| 1. Substantive Pay                 | Rs. _____ |
| 2. Officiating Pay                 | Rs. _____ |
| 3. House Rent Allowance            | Rs. _____ |
| 4. Conveyance Allowance            | Rs. _____ |
| 5. Medical Allowance               | Rs. _____ |
| 6. Exchange Compensation Allowance | Rs. _____ |
| 7. _____                           | Rs. _____ |
| 8. _____                           | Rs. _____ |
| 9. _____                           | Rs. _____ |
| Deduction                          |           |
| _____                              | Rs. _____ |
| _____                              | Rs. _____ |
| _____                              | Rs. _____ |
| _____                              | Rs. _____ |

3. He has made over change of the office of \_\_\_\_\_

On the \_\_\_\_\_ A/F noon of the \_\_\_\_\_

4. Recoveries are to be made from to pay of the Government servant as detailed on the reverse.

5. He has been paid leave salary as detailed below. Deductions have been made on the reverse.

| Period              | Rate                 | Amount |
|---------------------|----------------------|--------|
| From _____ to _____ | at Rs. _____ a month | _____  |
| From _____ to _____ | at Rs. _____ a month | _____  |
| From _____ to _____ | at Rs. _____ a month | _____  |

6. He is entitled to draw the following: -  
Scale of pay is \_\_\_\_\_ vide S.Slip from A.G Punjab, Lahore on \_\_\_\_\_  
Every year and this may be drawn in the absence of Instructions to the contrary from the  
Accountant General, Punjab, Lahore.

7. He is also entitled to joining time for \_\_\_\_\_ days

8. the details of the income tax recovered from him up to the date from the beginning of the  
current year are noted the severs.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

DETAILS OF RECOVERIES

Nature of recovery\_\_\_\_\_

Amount Rs. \_\_\_\_\_

To be recovered in \_\_\_\_\_instatements

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<br>Fee, ets. | Funds and<br>other<br>Dedications | Amount income<br>Tax recovered | Remarks |
|----------------|-----|-----------------------|-----------------------------------|--------------------------------|---------|
| July           |     |                       |                                   |                                |         |
| Augst          |     |                       |                                   |                                |         |
| September      |     |                       |                                   |                                |         |
| October        |     |                       |                                   |                                |         |
| November       |     |                       |                                   |                                |         |
| December       |     |                       |                                   |                                |         |
| January        |     |                       |                                   |                                |         |
| February       |     |                       |                                   |                                |         |
| March          |     |                       |                                   |                                |         |
| April          |     |                       |                                   |                                |         |
| May            |     |                       |                                   |                                |         |
| June           |     |                       |                                   |                                |         |

He/She took over charge of the office of \_\_\_\_\_  
assumed

On the \_\_\_\_\_A/F noon of \_\_\_\_\_

NO DUES CERTIFICATE

Certified that there are no dues to be recovered from\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_