

**T.R. FORM NO. 13**  
[See sub-rule (1) of T. R. 4.081]

**LAST PAY CERTIFICATE**

Last Pay Certificate of Shri/ Shrimati/ Kumari \_\_\_\_\_  
\_\_\_\_\_ of the office of \_\_\_\_\_  
proceeding on to \_\_\_\_\_.

2. He/She has been paid up to \_\_\_\_\_ at the following rates in  
the scale of Rs. \_\_\_\_\_ :-

		Particulars
Basic Pay	-	
Special Pay	-	
Personal Pay	-	
Dearness Pay	-	
Leave Salary	-	
Allowances		Rate of Deductions
a) D. A./ A. D. A.		a) G. P. F.
b) H. R. A.		b) Income Tax
c) Medical Allowance		c) Professional Tax
d)		d) Group Insurance
		i) Insurance Fund
		ii) Savings Fund
		e)

3. His/Her General Provident Fund Account No. \_\_\_\_\_ is maintained by  
the Drawing and Disbursing Officer / Principal Accountant General (A&E), West Bengal.

4. He/She made over charge of the office of \_\_\_\_\_  
\_\_\_\_\_ on the noon of \_\_\_\_\_.

5. Recoveries are to be made from the emoluments etc. of the Government employee as  
detailed below.

6. He/She is entitled to draw the following :

7. He/She has been sanctioned \_\_\_\_\_ leave proceeding joining time for \_\_\_\_\_  
\_\_\_\_\_ days.

8. He/She finances the insurance policies detailed below from the Provident Fund :

No. of Policy	Amount of Premium	Due Date for the payment of Premium
---------------	-------------------	--

9. Details of P. L. I. Policy where premium deduction is done from pay bill.

10. The Details of the G.P.F./Income-Tax/Profession Tax deduction made from him/her upto the date from the beginning of current financial year are noted below.

11. He resides at Government Rented House at \_\_\_\_\_  
\_\_\_\_\_. House Rent recovered upto \_\_\_\_\_  
\_\_\_\_\_.

**Dated** \_\_\_\_\_ **20** \_\_\_\_  
**Signature** \_\_\_\_\_  
**Designation** \_\_\_\_\_

*(Details of Recoveries)*

Name of advance involving recovery/ adjustment	Total amount of advance sanctioned with date of drawal and T.V. number	Outstanding amount recoverable Rs.	Rate of instalments Rs.
--	--	---------------------------------------	----------------------------

Pay advance  
T. A. advance  
Leave Salary advance  
Cycle/Motor Cycle/ Motor car advance  
H. B. advance  
G. P. F. advance

Names of months	Pay-leave salary and allowances	Fee/Special allowance/ Honorarium etc.	Funds & other deductions	Amount of income tax recovered	Remarks
	Rs.	Rs.	Rs.	Rs.	
April, 20__					
May, 20__					
June, 20__					
July, 20__					
August, 20__					
September, 20__					
October, 20__					
November, 20__					
December, 20__					
January, 20__					
February, 20__					
March, 20__					

Signature of the D.D.O. \_\_\_\_\_  
Designation \_\_\_\_\_