

FORM OF LAST PAY CERTIFICATE FOR HIGH SCHOOL (AIDED) TEACHERS AND NON TEACHING STAFFS

1. Last Pay Certificate of _____ :
2. Qualification _____ :
3. Designation _____ :
4. Pay _____ :
 - (a) Level _____ :
 - (b) Cell _____ :
5. (a) Date of Last Increment _____ :
 (b) Date of Next Increment _____ :
6. Period of Service _____ : From: _____ To: _____
 - (a) Prior to joining this school _____ : From: _____ To: _____
 - (b) In this school _____ : From: _____ To: _____
 Total _____ :
7. Reasons for leaving the school _____ :

8. Date of Birth _____ :

He / She has drawn substantive pay as Basic Pay _____, TIC Allowance _____, Addl Allowance _____, DA _____, HRA _____, MA _____, Conveyance Allowance _____, at the rate of Rs _____ a month and additional pay as _____ at the rate of Rs _____ a month less the _____ deductions shown below up to the _____ 20__ .

He / She made over charge of his / her duties on the ____ -_day of _____ of the year 20__ (A.N).
 _____, the _____ day of _____ 20__ .

Place and Date

Secretary

No recoveries

The recoveries noted on the reverse, are to be made from the Pay of this Officer.

Date at
 The 20

Name and Designation of Head of Office
 in which Pay was last drawn

Countersigned by the D.I.S. (S.E.)

Deductions: On account of _____ Rs. _____ respectively.

[The words not required should be scored through with a pen]

To be filled in school to which newly appointed.

assumed charge of his / her duties as..... on the
 day of the 20 on a proposed pay of
 with allowances of
 as

The following diploma and other Certificates showing his / her attainments have been verified.
Matric / S.F. / H.S. / P.U., (ii) I.A. / I.Sc. / I.Com., (iii) B.A. / B.Sc. /B.Com., (iv) M.A. /M.Sc. /M.Com., (v) V.M. /B.T. /
B.Ed. /M.Ed., (vi) Science / Geography / Training Certified.

His / Her age

was.....

.....
.....

Secretary

Headmaster / Headmistress