

Form XII

LAST PAY CERTIFICATE

1. Last Pay Certificate of Sri./ Smt (PEN :),
of the, Co – operation proceeding on transfer to
....., Co – operation as vide order no:
..... date

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

Basic Pay : Rs.
DA : Rs.
HRA : Rs.
CCA : Rs.
Spl. Allowance : Rs.

3. His/Her Provident Fund Account Number is maintained by the Accountant General,.....

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

5. Recoveries are to be made from the pay of the Government servant as detailed on the revers.

6. He/She has been paid leave slary as detailed below, Deductions have been made as noted on the reverse.

Period		Rate		Amount
From	To	at Rs.		A month
From	To	at Rs.		A month
From	To	at Rs.		A month
From	To	at Rs.		A month

7. He/She is entitled to draw the following:-

8. He/She is also entitled to joining time for 1 days.

9. The details of income tax received from him up to the date from the beginning of the current year are noted on the reverse.

10. His/Her liability is quantified up to

11. He/She doesn't have any liabilities.

Dated

(Signature)

(Designation)

Details of recoveries

Name of Recovery

Amount Rs.....

To be Recovered in

Recovery

1. GPF – Monthly Sub. (701) at Rs.....
2. Group Insurance Scheme (324) at Rs.
3. MEDISEP State Employee at Rs.
4. NPS indv Contribution- State (390) at Rs.
5. State Life Insurance – sub (129) at Rs.

The above recoveries are to be effected from

Loan	Loan Acc No	Amount Repaid	Inst amt	Inst No
1. Festival Advance(002)	Fest Adv092022

Allowances

Deduction made from leave salary

Period	Rate	Amount
From To	at Rs.	A month
From To	at Rs.	A month
From To	at Rs.	A month
From To	at Rs.	A month

Name of Months

April	20
May	20
June	20
June	20
July	20
August	20
September	20
October	20
November	20
December	20
January	20
February	20
March	20

Note :- Against serial No. 3, the information should be incorporated by the Head of the Office in the case of Non-Gazetted Government Servants and by the treasury Officer himself in the case of Gazetted Officers. In addition, when a Government Servant is transferred from one Audit Circle to another, the name of the Accounts Officer who will maintain his General Provident Fund Account after transfer, should also be recorded in the case of a Gazetted Officer by the Accountant General while countersigning the Last Pay Certificate and by the Head of the Office in the case of Non-Gazetted Government Servant, if possible