

TR-22 PIFRA

Write neat & clear No eraser/ overwriting Put comma after every 3 digits in amounts.
 From TR-22 (see rule 265 on obverse) Computer Performa/ Bill Form
 (To be submitted to DAO Jhelum : (LPA Counter) with Token Register)
BILL OF SALARY (Regular Pay & Allowance) [Non Gazetted]
BILL NO. FOR THE MONTH:

| |
|--|
| FOR USE IN Token No Date Bill Register Serial No: |
|--|

Always write on proper place meant for the purpose.

| | | | |
|---|--|-----------------------|--|
| FUNCTION CODE (As per COA) | | Dealing Section: | |
| Major Function (MjF) 09 | | Bill Category: | |
| Minor Function (MiF) 092 | | Type of Exp: | |
| Detailed Function (DP) | | Fund Code: | |
| Sub Head of DF (if any) | | Demand No: | |
| Name of Deptt. Office of the EDUCATION | | Office Function Code: | |
| B. Ref of AGPR Audit Register Page (ARP) No. | | DDO Code Old: | |
| C. Name of Govt. Servant: TAHIR MEHMOOD | | DDO Code New: | |
| Or No of Posts: 1 | | DDO Vendor No: | |
| D. Designation & BPS: PST (BPS-14) | | Vendor #. Payees: | |
| E. Nature of Claim: REGULAR SALARY WITH ALLOWNCES | | | |
| F. Month/ Period of Claim: 01-01-2026 TO 28-02-2026 (2 MONTHS) | | | |
| G. [Schedules of all Deductions (GPF, Advance etc) are must to be attached] | | | |

| PAYMENTS (Claims must to be in whole Rupees, No palsas in any case) | | | | | | | | | DEDUCTIONS |
|---|-----------------------|-----------------|-----------------|------------|----|----------------------------------|------------------|------------------|------------|
| S# | Description | Object Head Old | Object Head New | Amount Rs: | S# | Description | Receipt Head Old | Receipt Head New | Amount Rs: |
| 1 | 2 | 3 | 4 | | 6 | 7 | 8 | 9 | 10 |
| 1 | Basic Pay Staff | 01101 | A00049 | | 30 | CONSOLIDATEED FUND RECEIPT (CFR) | | | |
| 2 | Personal Staff | 01102 | A01102 | | 31 | In com Tax | | | |
| 3 | Special Pay | 01103 | A01153 | | 32 | Trade Tax | | | |
| 4 | Qualification Pay | 01104 | A01155 | | 33 | | | | |
| 5 | | | | | 34 | HBA Interest | | | |
| 6 | Total Pay | 01000 | A01151-99 | | 35 | Car Adv Interest | | | |
| 7 | House Rent All | 02200 | A01000 | | 36 | M/C Adv Interest | | | |
| 8 | Conveyance All | 02300 | A01210 | | 37 | Recovery of Conv. Allowances | | | |
| 9 | Medical All | 02907 | A01300 | | 38 | House Rent | | | |
| 10 | Spl. All 2021 25% | | A02321 | | 39 | ROP | | | |
| 11 | Adoc. 15% 22(PS17) | | A02347 | | 40 | PUBLIC ACCOUNT RECEIPT (PAR) | | | |
| 12 | Spl. All 15% 22(PS17) | | A02353 | | 41 | GPF Sub A/C No | | | |
| 13 | SSB 30% | | A01842 | | 42 | | | | |
| 14 | Adoc. All 35% 2022 | | A02378 | | 43 | GPF Adv Refund | | | |
| 15 | Adhoc. 24 25% | 2393 | 2393 | | 44 | Benevolent Fund | | | |
| 16 | | | | | 45 | Group Insurance | | | |
| 27 | Regular All | 02000 | A012-1 | | 56 | | | | |
| 28 | Total ERE | 00000 | A01 | | 57 | Total Deductions | | | |
| 29 | | | | | | | | | |

(Pay Order be affixed/ written on other side)

| |
|--|
| It is certified that classification, sign & totals has been checked and Found correct: Dealing Auditor |
|--|

Signature of Gazetted Govt. Servant
 With rubber stamp clearly affixed.

INSTRUCTIONS

1. in the Remarks column should be recorded all unusual permanent events such as deaths, retirements, permanent transfers and first appointments, which find no place in the increments certificate of absentee Statement.
2. When an increment claimed operates to carry a Govt. Servant over an efficiency bar it should be supported by declaration that the Govt. Servant in question is to pass the bar.
3. The name of the Govt. Servants holding posts substantively should be entered in order of seniority as measured by substantive pay drawn and below those will be shown the post left vacant and men officiating in the vacancies.
4. Officiating pay should be recorded in section of the bill appropriate to that in which to which the Govt. Servant officiates and transit pay should be recorded in the same section at that in which the duty pay of the Govt. Servant after transfer is recorded.
5. In case where deductions (GPF, CPF, Long Term Advances etc) are included in the pay bill a separate schedule showing particulars of the deductions relating to each item separately should accompany the bill.
[CERTIFICATE BY THE DDO UNDER RULES 265]

1. I receive contents and certify that I have satisfied myself that all emoluments included in this bill drawn one month /two months/three months previous to this date, with the exception of those detailed below of which the total have been refunded by deduction from this bill have been disbursed to the proper persons & that their acquittance have been taken and filed in my office with receipt stamp-duly canceled for every payment in excess of twenty rupees.
2. Certified that no person has been absent either on other duty or suspension or without leave (except on casual leave) during the period of the claim.
3. Certified that no leave has been granted until by reference to the applicant's service Book, leave account and to leave rules applicable to him. I had satisfied myself that it was admissible and that all grants of leaves that are required under the rules to be so recorded have been recorded in the Service Books and leave accounts under my attestation.
4. Certified that all appointments and substantive promotions and such of the officiating promotions as have to be entered in the Services Books have been entered in the Service Books of the persons concerned under my attestation.
5. Certified that each official for whom House Rent Allowance / Conveyance Allowance has been claimed in the bill.
 - (a) Has neither been provided with accommodation by the Govt. nor sharing any such accommodation with another allotted without necessary permission of the Estate Officer and is in occupation of rent free Govt. Quarters.
 - (b) her / his wife / husband is not in the service of the Federal / Provincial Government / Autonomous Body.
 - (c) her / his wife / husband who is in the service of the Federal / Provincial Government / Autonomous Body is not in receipt of house rent allowance.
 - (d) her not residing within my work premises.
 - (e) is maintaining a Motor Cycle / Car No. _____ Which is registered in his / her own name or in the name of his / her spouse who is not drawing Motor Cycle / Car Allowance for the same.

- 1). **Certified that this bill not drawn previously.**
- 2). **Budget is sufficient to meet Expenditure for the year of 2023-2024.**

Signature of Drawing & Disbursing Officer
(DDO) with rubber stamp clearly affixed

| | | |
|---|-----------------|------|
| Name of Office Office of the Jhelum | Dealing Section | PR-1 |
|---|-----------------|------|

FOR USE IN AGPR (PR Section)

Gross Rs. _____
Deduction Rs. _____
Net Payable Rs. _____

Bill Register Serial
No. _____

Audit Register page / Sr.
No. _____

Token No. & Date. _____

Pay Rs. _____

(Rupees _____)

| Vender # Payee | Type of Expenditure Voted |
|----------------|---------------------------|
| | Voted Expenditure Prefix |
| | Demand No. |
| | Function Code: |
| | DDO Code Old: |
| | DDO Code New: JV-6100 |
| | Bill Category: |
| | Vendor No. DDO |

Accounts Officer / Assistant Accountant General

FOR USE IN AGPR (Cheque Section)

Examined By: _____

Cheque No. 1 _____

COMPUTER INFORMATION SHEET

(To be attached with each bill proffered at the pre audit counter of the A.G Punjab, and DAOs in the Punjab)

Government: Punjab District : JHELUM Dealing Section: PR-II
P DPersonal No: 31934849 Cost Center/ DDO Code: JV-6100Cheque to be issued in favour of: KHIZAR WASEEM – ESE (SCIENCE) GHS DINANATURE OF CLAIM: ARREAR OF SALARY AND Personal Allowance

| Establishment/ Charges | T.A | Contingent Charges | GPF | Advance | Supply | Scholarship | Payment Advance | Other |
|---------------------------|-----|-----------------------|-----|---------|--------|-------------|--------------------|-------|
|---------------------------|-----|-----------------------|-----|---------|--------|-------------|--------------------|-------|

Name of Department: EDUCATION.**PAYMENTS CODES:**

| Old Object Code | New Object Code | Description | Amounts (Rs.) |
|-----------------|-----------------|----------------------------|------------------|
| | A00049 | BASIC PAY (CONTRACT) | 164850/- |
| | A01000 | HOUSE RENT ALLOWNCE | 11070/- |
| | A01210 | CONVEY ALLOWNCE 2005 | 14280/- |
| | A01300 | MEDICAL ALLOWNCE | 7500/- |
| | A01842 | SOCIAL SECURITY BEN 30% | 33795/- |
| | A02321 | SPECIAL ALLOW 2021 25% | 18975/- |
| | A02347 | ADHOC REL ALL 15% 22(PS17) | 14895/- |
| | A02353 | SPECIAL ALL 15% 22(PS17) | 14895/- |
| | A02378 | ADHOC RELIEF ALL 2023 35% | 54650/- |
| TOTAL | | | 334,910/- |

DEDUCTION CODES:

| Old Object Code | New Object Code | Description | Amounts (Rs.) |
|-----------------|-----------------|-------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Signature: _____ Net Claim: **334,910/-**Name & Stamp of DDO _____ Rupees: **Three Lacks Thirty Four Thousands**
Nine Hundred and Ten Rupees Only.

Document No: _____ Cheque No: _____

Date: _____ Dated: _____

HR ADJUSTMENT FORM (EDUCATION DEPARTMENT)

(To be attached with each bill preferred at pre-audit counter of the A.G Punjab and DAO, s in Punjab)

Government: **Punjab** Dealing Section: **PR-II**
Cost Centre/DDO Code: **JV-6100** Name of Govt. Servant. **KHIZAR WASEEM**
Personal No. **31934849** Name of Department: **Education**

Nature of Claim **ARREAR OF BASIC PAY AND ALLOWNCES**

| Wage Type | Wage Type Text | GL Account | Amount(Rs) |
|-------------------|--------------------------------|---------------------------|-------------------|
| 5801 | ADJ.BASIC PAY | AO1101 | 164850/- |
| 5002 | ADJ HOUSE RENT | AO1202 | 11070/- |
| 5011 | ADJ CONYANCE ALLOWANCE | AO1203 | 14280/- |
| 5012 | ADJ MEDICAL ALLOWANCE | AO1217 | 7500/- |
| | ADJ SPECIAL ALLOWANCE 15% 2021 | | 18975/- |
| | ADJ ADOC RELIEF 15% | | 14895/- |
| | ADJ SSB 30% | | 33795/- |
| | ADJ SPECIAL ALLOWNCE 35% | | 54650/- |
| | ADJ SPECIAL ALLOWNCE 15% | | 14895/- |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Gross Claim: | 334,910/- |
| Deduction. | | | |
| Wage Type | Wage Type Text | GL Account | Amount(Rs) |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

H.R Adjustments register serial No _____

Signature of DDO (JV-6100)

ACKNOWLEDGEMENT

Received by cheque the sum of Rs:-
Rupees:

334,910/-
Three Lacks Thirty Three Thousands
Nine Hundred and Ten rupees only
Jhelum
HM GHS Dina District Jhelum.
01-01-2024 to 31-05-2024 (05 Months)

From the pre-audit counter of District Account Officer
On account of
For the Month/Period:

Received Cheque

DDO Code: **JV-6100**

DDO