

# 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 : (LPA Counter) with Token Register)  
BILL OF SALARY (Regular Pay & Allowance) [Non Gazetted]  
BILL NO. FOR THE MONTH: **01-01-2025 TO 30-04-2025**  
(05 MONTHS) Always write on proper place meant for the purpose.

FOR USE IN  
Token No  
Date  
Bill Register Serial No:

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 <b>GHS DINA, JHELUM (EDUCATION DEPARTMENT)</b>					Office Function Code:				
B. Ref of AGPR Audit Register Page (ARP) No.					DDO Code Old:				
C. Name of Govt. Servant: <b>KHIZAR WASEEM</b>					DDO Code New:		<b>JV-6100</b>		
Or No of Posts: 1					DDO Vendor No:				
D. Designation & BPS: <b>ESE (SCIENCE), BPS NO. 14</b>					Vendor #. Payees:				
E. Nature of Claim: <b>REGULAR SALARY WITH ALLOWNCES</b>									
F. Month/ Period of Claim <b>01-01-2025 30-04-2025 (04 MONTHS)</b>									
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	<b>138480</b>	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	<b>8856</b>	36	M/C Adv Interest			
8	Conveyance All	02300	A01210	<b>11424</b>	37	Recovery of Conv. Allowances		3617	2,027
9	Medical All	02907	A01300	<b>6000</b>	38	House Rent			
10	Spl. All 2021 25%		A02321	<b>15180</b>	39	ROP			
11	Adoc. 15% 22(PS17)		A02347	<b>11916</b>	40	PUBLIC ACCOUNT RECEIPT (PAR)			
12	Spl. All 15% 22(PS17)		A02353	<b>11916</b>	41	GPF Sub A/C No			
13	SSB 30%		A01842	<b>27036</b>	42				
14	Adoc. All 35% 2022		A02378	<b>43720</b>	43	GPF Adv Refund			
15	Adhoc. 24 25%	2393	2393	<b>34708</b>	44	Benevolent Fund			
16					45	Group Insurance			
27	Regular All	02000	A012-1		56				
28	Total ERE	00000	A01	<b>309236/-</b>	57	Total Deductions			<b>2,027/-</b>
29	Net Payable (Sr. 01-14) Rs. /- <b>307209/-</b> Rupees.THREE LACK SEVEN THOUSANDS TWO HUNDRED AND NINE RUPEES ONLY								

(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 RULE 265]

1. 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 or those detailed below of which the total have been refunded by deduction from this bill have been disbursed to the proper persons & that their acquaintance 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
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**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 \_\_\_\_\_

Voucher NO. \_\_\_\_\_

**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-6100**Cheque to be issued in favour of: **KHIZAR WASEEM – ESE (SCIENCE) GHS DINA**NATURE OF CLAIM: **ARREAR OF SALARY AND Personal Allowance**

Establishment/ Charges	T.A	Contingent Charges	GPF	Advance	Supply	Scholarship	Payment Advance	Other
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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/-
<b>TOTAL</b>			<b>334,910/-</b>

**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/-
		<b>Total Gross Claim:</b>	<b>334,910/-</b>
<b>Deduction.</b>			
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:

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

**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)**

**Received Cheque**

DDO Code: **JV-6100**

**DDO**