

LAST PAY CERTIFICATE

1. Last Pay certificate of.....
of the
Proceeding on
to
2. He has been paid up to at the following rates :-

Particulars	Rate
Substantive Pay	
Officiating Pay	
Allowances, etc.	
Deduction	

2. His Provident Fund Account Number etc. are give below :-

Name of the Fund	Account No.	Which A.G. Maintains the account

4. He handed over charge of the office of
.....on the Forenoon / Afternoon of
5. Recoveries are to be made from the pay of the Government Servant as details on the reserve.

Period	Rate	Amount
From.....to.....	at ₹.....a month	₹
From.....to.....	at ₹.....a month	₹
From.....to.....	at ₹.....a month	₹

6. He is entitled to draw the following :-
.....
.....
.....
7. He is also entitled to joining time for.....days.
8. He Finances, the Insurance Policies detailed below, from Provident Funds :-

Name of insurance Company	Number of Policy	Amount of Premium	Due date for the payment of premium

9. The details of Income Tax recovered from him, up to the date from the beginning of the current year are noted on the reverse.

Dated20.....

Signature.....

Designation.....

REVERSE

DETAILS OF RECOVERIES

Nature of recovery

Amount ₹

Number of Installments which are to be recovered.....

Deductions made from Leave-Salary

From.....to.....on account of ₹.....

From.....to.....on account of ₹.....

From.....to.....on account of ₹.....

DETAILS OF INCOME-TAX RECOVERED

Name of Month	Pay	Gratuity Fees etc.	Funds and other deduction	Amount of Income-Tax recovered	Remarks
April, 20					
May, 20					
June, 20					
July, 20					
August, 20					
September, 20					
October, 20					
November, 20					
December, 20					
January, 20					
February, 20					
March, 20					