



# Kerala Veterinary and Animal Sciences University

## BILL FOR PAY AND ALLOWANCES / LEAVE SALARY OF SELF DRAWING OFFICER

[See Rule 164(a) of K.T.C.]

Note :- The KVASU accept no responsibility for any fraud or misappropriation in respect of money, cheque or drafts made over to messengers

C.B.V. No. ....  
Paid by cheque No. ....  
for Rs. ....

Name of Officer ..... Audit Number .....

Office of payment

Head of Account  
Major head  
Minor head  
Sub-head

Received for (month or other period) .....	Monthly rate		Amount	
	Rs.	Ps.	Rs.	Ps.
My substantive pay / Leave salary, Additional pay for officiating as .....				
Personal pay as .....				
Transit pay as .....				
Special pay .....				
Dearness allowance .....				
Permanent travelling allowance .....				
Conveyance allowance .....				
Local allowance / Hill tract allowance .....				
House rent allowances .....				
Outstation allowance .....				
Other allowances .....				
Total claim				
Deduct -				
Premia for Insurance on Policy Nos. ....				
Subscription for General Provident Fund on A/C No. ....				
Repayment of Loan on GPF .....				
Subscription for Family Benefit Scheme on A/C No. ....				
Subscription for Welfare Fund Scheme on A/C No. ....				
Subscription for other funds (specify A/C No.) .....				
House rent and water charges .....				
Repayment of House Building Advance on B.S. No. ....				
Repayment of Conveyance Advance				
Motor Car .....				
Motor Cycle .....				
Other Conveyance .....				
Repayment of Advance of Pay				
Repayment of Other advances				
Recoveries ordered by the Comptroller as per No ..... dtd. ....				
Income Tax .....				
Super Tax .....				
Total deductions				
Net claim				
Net amount payable				
(in words) Rupees .....				
Rs.				

CERTIFIED THAT  
(1)

Pay to .....  
Station .....  
Date : .....

STAMP

(Signature with  
Official Designation)

Passed for Rs. ....  
Pay Rs. .... (Rupees .....)  
By Cheque / Draft and Rs. .... By T.C. to Suspence / Adjustment .....

Contents received

Section Officer

Assistant Comptroller / Admn. Officer

(Signature of the  
Officer / Banker / Agent)

**(For use in the Audit Office)**

Direction for Note

1. An officer proceeding or on returning from leave, transfer or deputation should send to the Comptroller and Registrar a certificate of transfer of charge in the printed form before presenting his/her bill for payment.
2. The charges held throughout the period of claim should be noted, transit being separately entered where it exists (with dates).
3. An officer who signs his/her own bills while absent on leave must either present it in person or furnish the life certificate below, which must be signed by a responsible Officer of Government / Kerala Veterinary and Animal Sciences University or some other well-known and trustworthy person.
4. When conveyance allowance is drawn, the required certificate (see below) should also be signed by the Officer, without which the bill will not be cashed. The mode of conveyance maintained should also be specified.
5. A pay bill may be encased to a Banker or other recognised Agent and submitted for collection through such Banker to Agent. This will obviate the necessity to the officer concerned of attendance in person or by messenger, as payment may then be made direct to the Banker or Agent. No endorsement to peons is permitted.
6. An officer appointed substantive to an appointment must attach a certificate that he/she has submitted proposals for State Life Insurance (Official Branch) or failing insurance, has applied for admission to the General Provident Fund.
7. The Income tax and super tax deducted in the bill should be at a rate representing the average of the rates applicable to the estimated total income for the year under "Salaries" less any abatements claimed on account of Life Insurance Premia, Provident Fund subscription, etc. A statement arriving at the average monthly tax for the year should be attached to the first pay bill payable in a financial year and revised statements should be attached whenever a change is expected in the course of the year in this average rate

*Conveyance Certificate referred to in No 5*

I hereby declare that I have maintained a .....  
..... for my use during the month of ..... 20

Date :

*Life Certificate referred to in No 3*

Certified that Kumari  
Sreemathy  
Shri  
is alive on this date

Station .....  
Date .....

Signature  
Designation

I certify that during the period for which house rent is claimed, I did not occupy Kerala Veterinary and Animal Sciences University quarters

Date .....

Signature

Note: Audit Officers should see that all compulsory deductions including those for the Indian Civil Service Provident Fund, are duly made and that the Schedules showing the particulars of all fund deductions are attached to pay bills