

**LAST PAY CERTIFICATE**

1. Last Pay Certificate of ..... of the  
..... preceding  
on ..... to.....

2. Has been paid upto ..... at the following rates

Particulars	Rate
Substantiative Pay	.....
Officiating Pay	.....
Allowance etc	.....
Deductions	.....

3. His Provident Fund Account No. is ..... maintained  
by the Accountant General.....

4. He made over charge of the office ..... on the  
..... Non of .....

5. Recoveries are to be made from the pay of the Government Servant as detailed on the reverse.

Period	Rate	Amount
From..... To .....	at ₹.....	.....
From..... To .....	at ₹.....	.....
From..... To .....	at ₹.....	.....

7. He is entitled to draw the following:-

8. He is entitled to joining time for ..... days

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

Signature

## Details of Recoveries

Nature of Recovery .....

Amount ₹. ....

To be recovered in ..... Instalment .....

### DEDUCTIONS MADE FROM LEAVE SALARY

From ..... To ..... on amount ..... ₹ .....

From ..... To ..... on amount ..... ₹ .....

From ..... To ..... on amount ..... ₹ .....

Name of Month	
April	201.....
May	201.....
June	201.....
July	201.....
August	201.....
September	201.....
October	201.....
November	201.....
December	201.....
January	201.....
February	201.....
March	201.....

Note : Against serial No.3, the information should be incorporated by the head of the Office in the case of n Gazetted Government servants and the Treasury Officer / Officers himself in the case of Gazetted Officers in addition, when a Government servant is transferred from on Audit circle to another, the name of the Accounts Officer who will maintain his General Provident Fund after transfer, should also be recorded in the case of a Gazetted officer by the Accountant General while countresigning the last pay certificate, and by the Head of the office in the case of Non Gazetted Government servants is possible.