

# **Documents required for issue of pay slips**

## **ON FIRST APPOINTMENT**

- Formal orders of appointment in respect of All India Service Officers and other State Service Officers - Statement of Service and Last Pay Certificate from the DDO of the Training Academy (for AIS).
- For other State Services - appointment notification , Birth certificate, Charge Report, Incumbency.
- Orders from Government regarding creation or continuance of a temporary post or an intimation giving full particulars of the post, if already sanctioned to which appointed
- Certificate of assumption of charge indicating the session (Forenoon / Afternoon of the day)

## **ON PROMOTION FROM A NON-SELF DRAWING POST :**

- Last pay certificate from the last Disbursing Officer
- Service book duly completed up to the date of promotion to the gazetted post.
- Promotion notification.
- Leave Account.

## **ON TRANSFER FROM ANOTHER ENTITLEMENT CIRCLE**

- Transfer documents from the previous Accounts Officer/ DDOs viz., Statement of service and Leave Account, LPC / Orders for placing the service on deputation
- Orders containing the terms/ conditions of deputation.

## **ON TRANSFER TO ANOTHER ENTITLEMENT CIRCLE**

- Last Pay Certificate from the Treasury Officer to A.G for onward transmission to the AG/

PAO to new entitlement circle.

- Certificates of Transfer of Charge

### **TRANSFER WITHIN THE SAME ENTITLEMENT CIRCLE**

- In the case of transfers within the same entitlement Circle, the fresh pay slip is issued on the basis of transfer notification, sanction relating to the post to which transferred and other charge certificate of making over and taking over.

### **FOR AUTHORISING THE LEAVE SALARY**

- Sanction of Competent authority, specifying the nature of leave
- The name of the PAO/Treasury where the officer desires to draw the leave salary
- Certificate of Transfer of charge before proceeding on leave and after expiry of leave.

### **Provisional Payments**

Provisional payments of Pay and allowances and leave salary can be made in accordance with the orders of the Governments concerned on the subject and also at the discretion of the Accountant General, to avoid unnecessary hardship to officers. In allowing provisional payments, the Accountant General observes the following principle:

- No provisional payment is normally made without a request received from the authority that is competent finally to sanction the payment, and the request should indicate the period (which should be short) for which payment should be passed provisionally.
- The officer should be clearly informed that the payment is provisional. A proper register is maintained to watch the receipt of the final orders and that the provisional payments do not extend beyond the period for which they were sanctioned

### **Foreign Service**

On deputation to Public Sector Undertakings / Quasi Government Undertakings / Corporations

within the State/ outside the State, the following documents are necessary for intimation of pay particulars to the Foreign Employer who shall regulate the Pay and Allowances of the Officer as per the terms and conditions:

- Terms and Conditions
- Appointment Order
- Certificates of Transfer of Charge
- Last Pay Certificate from the Treasury Officer concerned

Transit Pay and Allowances at both the ends shall be borne by the Foreign Employer/ Department. The Leave Salary Contribution and Pension Contribution to the Government during the period of deputation shall be remitted either by the foreign employer or by the person concerned, if the foreign employer refuses to pay.

#### **On deputation to Government of India**

On receipt of necessary documents, Statement of Service shall be sent to the Pay and Accounts Officer of the concerned Ministry who shall regulate further Pay and Allowances including subsequent increments.