

FORM No XII

LAST PAY CERTIFICATE

1. Last Pay Certificate Of
of the Proceeding on

2. He/She has been paid up to at the following rates

Particulars	Rate
Substantive Pay	
Officiating Pay	
Deductions	

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

4. He/She made over charge of the office
On the FN/AN 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 Rs	Amount
From To	at Rs	Amount
From To	at Rs	Amount

7. He is also entitled draw the following

8. He/She is entitled to joining time for

9. The details of the income tax recovered from him/her up to the date from the
beginning of the current year are noted on the reverse

Signature

Date

Designation

P.T.O

DETAILS OF RECOVERIES

Nature of Recovery

Amount RS

To be recovered in.....installments

DEDUCTIONS MADE FROM LEAVE SALARY

From	To	on amount	Rs
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From	To	on amount	Rs
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From	To	on amount	Rs
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Name of month

April	200
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May	200
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June	200
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July	200
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August	200
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September	200
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October	200
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November	200
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December	200
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January	200
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February	200
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March	200
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Note: Against serial no 3 the information should be incorporated by the head of the office in the case of non Gazetted Government Servants and by the Treasury officer/officers himself in the case Of Gazetted officers in addition when a Government servant is transferred from one Audit circle to Another the name of the Accounts Officer Who will maintain his General Provident Fund Account After transfer, should also be recorded in the case of a Gazetted officer by the Accountant General while countersigning the LPC and y the head of the office in the case of non Gazetted Government Servants is possible