

PAY BILLS/ARREAR BILLS

- PBR entries to be made and certificate to this effect to be given.
- GPF Account Number/PRAN to be quoted correctly - *Rule 68 of CGA (Receipts and Payments) Rules, 1983.*
- Continuance sanction for temporary posts to be enclosed.
- LPC for transfer cases to be enclosed
- Medical fitness certificate for new appointees to be enclosed.
- Pay fixation orders to be enclosed.
- Increment certificate duly signed by the DDO – *Rule 68 of CGA (Receipts and Payments) Rules, 1983.*
- Absentee statement to be enclosed - *Rule 67 of CGA (Receipts and Payments) Rules, 1983.*
- Only one pay bill for one Head of Account. However in case of employees who are covered under NPS, separate pay bill for each head of account. Hence a maximum of two pay bills for each head of account.
- Policy number/Account number for subscription/deduction of recoveries like NIC, PLI, MCA, HBA, PCA, etc. to be quoted correctly.
- Certificates for drawal of HRA & TA to be furnished – *Rule 69 of CGA (Receipts and Payments) Rules, 1983.*
- PBR should be retained for 35 years as per the records retention schedule.
- Changing of bank account to be allowed sparingly.
- Countersignature for DA arrear bills is not necessary, but intimation to previous employer(s) should be made - *Rule 83 of CGA (Receipts and Payments) Rules, 1983.*
- Countersignature for all other arrears of pay and allowances is required from previous employer(s).