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 (RECURRING / DEVELOPMENT / PROJECT FUND)
Mirpur University of Science & Technology (MUST), Mirpur
(Azad Jammu & Kashmir)
Pay Bill Non Gazetted Staff

Under Article 30 of th

Name of Department _____

Period _____

Voucher # _____

(A) Pay & Allowances:

(B) Deductions:

S. #	Name	Design- nation	Basic	House Rent	Conve- yance	Dearness @ 15%	Wash- ing	Dress	K.C.A/ Personal	Medical	Comp- uter	Ad. Reti @15%	Spe Reti @15%	Gross Total	Compulsory					Total							
															G.P.F.	B.F.	KLC	Pay	H.B.A		Motor Cycle						
1															14	15	16	17	18	19	20	21	22				
Total																											

Rupees in words _____

Revenue Stamp

Signature & Stamp of Head of
 Deptt. / DDO / Cost Centre

②

Certified that:-

1. The employees remain present / on - duty during the period of bill;
2. The necessary deductions has been made form the bill;
3. The amount claimed / billed have not been drawn previously;
4. The employees are not residing in work premises / Estate and is residing within the limit of municipality;
5. The bank and account number mentioned against the name of employees are correct
6. The employees are insured and policies are in progress.

HEAD OF ACCOUNT

Major Head _____

Minor Head _____

Detailed Head _____

AMOUNT

Allocated Rs. _____

Progressive Rs. _____

Receivable Rs. _____

No. _____

Date _____

**Signature stamp of Head
of Deppt/DDO/Cost Centre**

Certified that the bill has been checked and found correct and in order. Verified that the payment is provided for in the approved budget of the Department/Cost center. Forwarded to the

No. _____

Date _____

Accounts Officer

Treasurer

PAY ORDER

OBSERVATION NOTE

5/2/21