



FORM M.P.T.C. 21

[See Subsidiary Rule 240(I)]

Pay Bill (For payment at Treasuries)

(Obverse)

NOTE.- Government accepts on responsibility for any fraud or misappropriation in respect of money cheques or drafts made over to a messenger.

Name of Gazetted Government servant.....

District.....	Head of Account*			Voucher No. of list of payment for 20	
Audit No.....			Monthly rate		
Received	for	the	month	of	
.....20					
My	substantive			pay	
as.....					
.....					
.....					
.....					
GROSS CLAIM ..					
Less fund deduction as follows (Separate Schedule attached)..					
I.C.S. Provident Fund					
I.C.S. (Non-European Members) Provident Fund					
Post Office Insurance Fund					
Hindu Family Annuity Fund					
General Provident Fund					
I.C.S./I.M.S. Family Pension Regulations					
Superior Service (India) Family Pension Fund					
Other Fund (with details)					
NET CLAIM..					
Deduct – Income Tax					
Super-tax					
Less abatement on					
Rs.....					
Deductions on account of Advances and Recoveries as detailed below:-					
Advance of pay					
House rent					
.....overdrawn					
Net Amount payable					
Net amount (to be written in words)					
Rupees.....					
Please pay to					



Date.....20.

 Signature Signature
(For use in the Accountant-General Office) Admitted Rs..... Objected Rs.....	(For use in the Treasury) Pay Rupees (.....)	
Auditor	Superintendent Gazetted Officer	Incorporated in Treasury Account. Treasury Officer Accountant

*To be entered by drawing officer and checked in the Accountant-General's Office.



(Reverse)

Directions for Note

1. A pay bill may be presented as a district treasury four days before the last working day of the month by the labour of which the pay is earned.
2. A pay bill may, if desired, be enforced for payment to a Banker or Agent and submitted for collection through such Banker or Agent, this will obviate the necessity of the Government servant's attendance in person or by messenger as payment may then be made direct to the Banker or Agent.
3. The period for which a subscription to a Fund is due should be specified when it differs from the period for which pay is drawn.

NOTE.- *Treasury Officer should see that all compulsory deduction, including those for Indian Civil Service Provident Fund, are duly made and that the schedules showing particulars of Fund deductions are attached to the pay bills.*



FORM M.P.T.C.-21-A
[See Subsidiary Rule, 243]

Medical Charge Reimbursement Bill (Gazetted Government Servants.)

Bill No..... District

Voucher No.....List No.....

for.....20.....

Detailed Medical Bill of Shri.....

Designation.....for the Month of.....

Head of Account.....

Major Head Grant No./Appropriation.....

Minor Head Group Head

Detailed Head..... Sub-head or Unit of Appropriation

Voted/Charged.....

Name of the Patient and *relationship with Government Servant	Period of treatment		Gross claim		Remarks
	From	To	Rs.	P.	
(1)	(2)	(3)	(4)		(5)
Total Claim					
Deduct- Advance-taken					
Net Claim					

Net amount (in words) Rupees.....

Signature of the Govt. Servant.

Passed for Rs.....(Rupees.....only)

*Strik out "and relationship with the Government Servant" if the claim relates to Government servant himself.



District.....

Appropriation

for 20.....20.....

expenditure

including

this bill

Signature of the Controlling

Rs. P. Officer.....

Designation.....

Contents received

Please pay to.....

Signature of Government Servant.

Payment Order No.....

To,

The Agent, State Bank of India/Indore.

Pay Rs.....

Please pay Rs..... (Rupees)

Date.....Treasury Officer

Date.....*Treasury Officer*

Examined and entered.....

Received Payment

Treasury Accountant.

(For use in Audit Office)

Admitted for Rs.....

Object to Rs.....

Reasons for objection.....

Auditor

Superintendent Gazetted Officer.

DIRECTION FOR NOTE

NOTE.- The bill should be supported by the essentiality certificates, receipts and bills, etc.