



FORM M.P.T.C. 26

[See Subsidiary Rule 262]

Absentee Statement

----- Establishment ----- District, for the Month of -----
----- 20 -----

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post	Nature of absence				Rate of absentee allowance	Reference to item no. in the establishment bill	Officiating Government Servant (if any)				Reference to item no. in the establishment bill	Remarks		
			Kind	Period	From a. m. or p.m.	To a. m. or p. m.			Name	Substantive post	Substantive pay	Officiating pay				
1	2	3	4	5	6	7	8	9		10	11	12	13	14		15
	Rs.						Rs.	E.C.	S.		Rs.		Rs.	E.C.	S.	

Head of the Office.

- Notes-1.** In column (4) should be stated "full, half or quarter average pay" ,without pay", "other duty," officiating", "in transit" "transferred to ----- ", "suspended," etc., etc., the date for each being specified far as possible in columns (6) and (7), in case of suspension it should be noted whether or not the period counts for pension.
- The statement should be divided office into sections corresponding sections in the bill, only those arrangements affecting one section being shown together.
 - When the leave salary noted in column (8) differs from that based on the rate of pay noted in the last establishment return particulars calculation should be given in manuscript attached to the first bill in which the leave salary is drawn. If the calculation involves pay of the drawn outside etheofficer's substantive section, references to the vouchers in which such sums were drawn should also be given.
 - All charges in the personal of the permanent establishment, due to retirements, transfers, deaths and consequent new appointments and increases and decreases of cadre of establishment should be shown. The number of posts left un filled should be noted at the end of each section and if there is no unfilled post in any month, the fact should be so recorded, Vacancies against which officering arrangements have been made should be shown individually and in full details.



M.P.T.C. 26-A

[See Subsidiary Rule 256(3)]

PAY BILL OF PERMANENT/TEMPORARY PATWARIS

of..... Tahsil.....in.....District for the month
of.....

Head Chargeable	9.-Land Revenue	D-Land Records District charge	District charge	To be Filled in Audit Office							Voucher No..... of.....				
				Rs.							Admitted Rs.....		List of Payment for..... 20.....		
				Pay DA Other Allowances Stationery Advance Total	Deduct G.P.F. P.S.P. Fund Festival Advance	Other Deductions	Total Net	Objected Rs.....		Auditor		Superintendent			
Circle No. of Patwaris	No.	Monthly rate of pay	Period for which due	Substantive Pay	Leave salary	Officiating Pay	Dearness allowances	Stationery allowances	Total (Gross)	Deduction on accounts of				Net Payable	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
		Rs.		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Total															

Note.- Separate schedule for each type of deduction in columns (11) to (14) should be attached with the bill.



Circle No. of Patwaris	No.	Monthly rate of pay	Period for which due	Substantive Pay	Leave salary	Officiating Pay	Dearness allowances	Stationery allowances	Total (Gross)	Deduction on accounts of				Net Payable	Remarks
										General P. Fund	P.S.P. Fund	Festival Advance	Miscellaneous fines OBA, etc		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.
		Rs.		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Total															



<p>Deduct-Undisbursed pay refunded as detailed overleaft Rs..... and recoveries ordered by Accountant-General in his memorandum No.....dated.....20.</p> <p style="text-align: center;">Net Amount</p> <p>Deductions on account of G.P.F., P.S.P.F., Festival Advance, Misc. [Total of column (11) to 14 Net sum required for payment to Patwaris (in words).....</p>	Rs. P.	Pay (Rs.)..... In cash for payment to Patwaris and-
<p>1. Received contents: Also CERTIFIED THAT I have satisfied myself that all pay, etc., included in bills drawn in the month of.....20, (the last preceding month) (with the exception of those detailed on reverse of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their receipts have been taken in acceptance rolls filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20. (a) Certified also that all persons on pay not exceeding Rs. 10 for whom pay has been drawn in this bill have actually been entertained during the month.</p> <p>2. CERTIFIED THAT all Patwaries whose names are omitted from, whose pay has been drawn in this bill have actually been employed during the month, that full details of the name of the person concerned and the emoluments drawn for them, working up to the total included in this bill, have been duly shown in the office copy (S.R. 256 M.P. Treasury Code, Vol. I) and that the emoluments drawn are according to relevant rules and orders.</p> <p>3. CERTIFIED THAT Special Pay drawn is for the period and at the rate sanctioned by the Collector [Madhya Pradesh Compilation of F.R. and S.R., Appendix II, Part II, Serial No. 76 (c)]</p> <p>4. CERTIFIED THAT no leave has been granted until by reference to the leave rules applicable to Patwaries; and their Service Books, I had satisfied myself that it was admissible to them.</p> <p>5. CERTIFIED THAT THE conveyance, for which the allowance has been drawn, was actually maintained by the incumbent during the month.</p> <p>6. CERTIFIED THAT (a) medical certificate (s) of health for the newly appointed Government Servant(s) whose name(s) has/have not been shown in this pay bill has/have been duly obtained and recorded in my office.</p> <p>This certificate should be scored out when no person is entertained whose pay is less than Rs. 1</p> <p>Dated.....20</p> <p style="text-align: right;"><u>Collector or Settlement Officer</u> Tahsildar or Naib-Tahsildar</p>		<p>By transfer credit to-</p> <p>Examined and Entered.</p> <p>Treasury Account Treasury Officer</p>



DETAILS OF PAY OF ABSENTEES REFUNDED

Circle number of incumbent	Rate of pay or allowances	Period for which pay or allowances is refunded	Amount of Pay Refunded	Amount of allowance refunded	Total	Remarks
1.	2.	3.	4.	5.	6.	7.
	Rs. P.		Rs. P.	Rs. P.	Rs. P.	
		Total				

Dated.....20

Collector or Settlement Officer
Tahsildar or Naib-Tahsildar



FORM M.P.T.C. 26-B

[See Subsidiary Rule 256(1)]

**Detailed Pay Bill of Permanent/Temporary Establishment of the for
the Month of 197,..... District**

<p><i>Space for classification, stamp or manuscript of classification to be field in by disbursing officer name and detailed heads and corresponding amount should be recorded in adjacent column. (See also Rs. 256,266 and 268 or Treasury Code Vol. I.)</i></p>	<p>Voucher No..... List.....</p>		
<p>1. Each bill must be accompanied by the increment certificate and absentee statement except where such forms are blank or other wish not required.</p> <p>2. Held over amounts should be entered in red ink in the appropriate column (3), (4), (5), (6-a), or (6-b) as the case may be and ignored in totaling. Leave Salary, the amount of which is not known should similarly-be entered in red ink in column (3) at the same rate as pay if he had remained on duty (S.R. 256, Treasury Code, Vol. I).</p> <p>3. In the remarks column (14) should be recorded all unusual permanent events such as deaths, retirements permanent transfers and firs appointment which find no place in the increment certificate or absentee statement.</p> <p>4. When an increment claimed operates to carry a Government servant over an efficiency bar it should be supported by a declaration that the Government servant in question is fit to pass the bar (S.R. 266, Treasury Code Vol. I)</p> <p>5. Name of Government servants in inferior service may be omitted from the fair copies of the pay bills submitted to the Treasury but full details of the names of the persons concerned and the emoluments-drawn for them should be shown in the office copy (S.R. 256, Treasury Code Vol. I)</p> <p>6. A red line should be drawn right across the sheet after each section of the establishment and under it the totals of columns (3), (4), (5) (6-a) and (6-b) for the section should be shown in red ink.</p> <p>7. In cases where the amount of leave salary is based on average pay a separate statement showing the calculation of average pay delay attested by drawing officer should be attached to this bill vide (S.R. 259, Treasury Code, Vol. I)</p> <p>8. The names of men holding post substantively should be entered in order of seniority as measured by substantive pay drawn and below these will be shown the post left vacant and the men officiating in the vacancies.</p> <p>9. Officiating pay should be reordered in the section of the bill appropriate to that in which the Government servant officiates and transit pay should be recorded in the same section as that in which the duty pay of the Government servant after is transfer is recorded.</p> <p>10. The following abbreviation should be used in this and in all other documents submitted with pay bills.-</p>	<p>255-POLICE</p> <p>Executive Subordinate Constabulary Mounted Constabulary</p> <p>Travelling allowance, House Rent and other allowances.</p> <p>Other allowances</p> <p>Total.....</p> <p>Deduct-</p> <p>Gen. Provident Fund.</p> <p>House Building advances. advance</p> <p>Other recoveries</p> <p>Total..... Net.....</p> <p>Deduct by transfer credit Postal Insurance Fund</p> <p>M.P. Life Assurance Fund</p> <p>House rent....</p> <p>Income tax....</p>		



Leave on average pay L.A.P. Leave of half average pay L.H.P. On other duty ... D.O. Leave salary ... L.S. Conveyance allowance ... C.A. Under suspension ... S.P. Leave without pay and extraordinary leave without allowance. L.W.P.	L.A.P. under old leave rules for class IV servants ... L.A.P. Class IV On foreign service ... F.S. Vacant ... Va. Postal Life Insurance ... P.L.I. Subsistence grant ... Subgrant Transit pay ... T.P. Privilege leave under the new leave rules for class IV servants P.L. class VI	Family Benefit Fund Surcharge Professional tax Total..... Net total.....		
11. In cases where any Fund deductions are included in a pay bill, separate schedule showing the particulars of deductions relating to each fund should accompany that bill (S.R. 526, Treasury Code Vol. I).				

(Space for the use of the Accountant-General's Office)

Admitted Rs.
 Objected Rs.

.....
 Auditor

.....
 Superintendent

.....
 Gazetted Officer



FORM M.P.T.C. 26-B-Cont.

Serial No of Post	Section of establishment and name of incumbment	Substantive pay (personal pay or special pay, if any, should also be shown in this column as separate entry below substantive pay)	Leave salary	Officiating salary	Allowance		Total	For use in Audit Office	Genera Provident Fund	Postal Premia and Fund deductions (specify fund)	Income-Tax	Miscellaneous recoveries (fines and advances, house rent, etc.)	Net payable	Remarks Acceptance
					Dearness allowances	Additional Dearness allowances								
1.	2.	3.	4.	5.	(6-a)	(6-b)	7.	8.	9.	10.	11.	12.	13.	14.
	Total													



<p><i>Deduct by transfer credit to-</i></p> <p>Personal deposit Rs.....</p> <p>021-Taxes on Income Rs.....</p> <p>083-Housing Rs.....</p> <p>.....</p> <p><i>Treasury Accountant</i></p> <p><i>Dated.....20</i></p> <p style="text-align: right;"><i>Treasury Officer</i></p>	<p>Names- 1..... 4..... 7.....</p> <p>2..... 5..... 8.....</p> <p>3..... 6..... 9.....</p> <p>9. Certified that no leave salary for any Government servant (except the following in whose services books a note regarding allocation has been recorded) drawn in this bill for is debatable to any Government other than the Government of Madhya Pradesh.-</p> <p>Name.- 1..... 3..... 5.....</p> <p>2..... 4..... 6.....</p> <p>10. Certified that increments/no increments have been earned and have been correctly allowed/disallowed.</p> <p>11. Certified that in the case of Government servants mentioned below for whom joining time pay has been drawn in the bill, the journey on transfer was/was not performed on Sunday-</p> <p>Names-1..... 2..... 3.....</p> <p>12. Certified that the rates of leave salary drawn in this bill have been correctly allowed.</p> <p>13. Certified that the constables for whom C.T.S. allowance is drawn in this bill have actually passed the Constable's Training School Examination.</p> <p>14. Certified that (a) medical certificates (s) of health for the newly appointed Government servant (s) whose name(s) has/have not been shown in this pay bill has/have been duly obtained and recorded in my office.</p> <p>Note.- Certificate No. 2 should be struck out, when it does not apply, full particulars being given in the absentee statement, other certificates which may not be applicable should be struck out.</p> <p style="text-align: right;">.....</p> <p style="text-align: right;">Signature</p> <p>Station..... Designation of the Head of Office</p> <p>Date</p>
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*One line to be used and others scored out.



FORM M.P.T.C. 26-B—Cont.

Details of pay of absentees refunded

Designation of posts	Name of incumbent	Period	Amount
(1)	(2)	(3)	(4)
			Rs. P.

Recoveries of over payments in previous months.

Designation of posts	Name of incumbent	Period	Amount
(1)	(2)	(3)	(4)
			Rs. P.