

Schoolwise statement showing the required information/Particulars in respect of Retired/ Expired and In-service employees under Secondary Education, Deptt

To be Deposied into GPF A.C / To be drawn in Cash

Name of School: -

Name of District:-

Name of Treasury Office:-

Sl. No	Name of incumbent and designation	GPF A.C / NPS No	Bank A/C No	PPO No.	Plan/ Non-Plan, H/A From which the arrear salary is/are proposed to be drawn	Current year allotment of fund for drawal of arrear salary in respect of concerned DDO showing H/A	Fund required for meeting the regular salary for the current year	Period arrear dues (yearwise)	How much amount is required for arrear in Cash/ How much amount to be deposited into GPF A/C	Name of T.O concerned	Specific reason for non-drawal when it was due
1	2	3	4	5	6	7	8	9	10	11	12

Rupees (_____)

Necessary certificate of the DDO concerned

1. I have personally verified all records and is satisfied about the admissibility of arrear claim
2. The above mentioned arrear amount (year wise/ incumbentwise) has not been drawn and disbursed earlier
3. I will personally be held responsible for excess/ over / fradulent drawals.

N.B No piecemeal arrear proposal should be furnished except high court case.

Signature of Head of institution
Office Seal

INDIVIDUAL STATEMENT ARREAR PAY /DA/NIL BILL TO BE DEPOSITED TO THE GPF A/C TO BE DRAWN IN CASH

Name of School :

Period of Arrear from :

Name of incumbent :-

Month	To be drawn										Already drawn										P.Tax Deduction				Net Amount
	PC DA	Pay in Pay Band	Grade Pay	Basic Pay	DA	HR	MA	CCA/SR	Spl Pay/IR	Gross Total (A)	PC DA	Pay in Pay Band	Grade Pay	Basic Pay	DA	HR	MA	CCA/SR	Spl Pay/IR	Gross Total (I)	Diff.	Payable	Paid	Diff (D)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

INDIVIDUAL CERTIFICATE

1. I have personally verified all records and is satisfied about the admissibility of arrear claim.
2. The above mentioned arrear amount (year wise/incumbent wise) has not been drawn and disbursed earlier.
3. I will personally be held responsible for excess/ over/ fraudulent drawals.
4. Any deviation found in this regard then I will be held personally responsible and action may be initiated as per provision of FRBM Act/2005

Countersigned by the
Insepector of Schools

Signature of Head of Institution
Office seal