

Documents Required for issue of payslips

(A) On first appointment to a Gazetted Post (Direct appointment) to a permanent post.

- (i) Order of appointment from the Competent Authority.
- (ii) Full particulars of the post to which appointed and order for the creation and period.
- (iii) Details of Educational qualification and proof towards date of birth.
- (iv) Charge report on assumption of charge signed by both the relieving and the relieved officer.
- (v) Declaration of family and nomination for DCRG
- (vi) Declaration in Annexure-II for HRA if the Government accommodation is not allotted.
- (vii) Certificate from the competent authority that no Government vehicle has been provided (required for claiming Transport Allowance).

(B) On promotion of a Gazetted Officer

- (i) Order of promotion from the Competent Authority Certificate from the competent authority that no Government vehicle has been provided for claiming Transport Allowance.
- (ii) Assumption of charge in the higher post/scale.
- (iii) Charge report on assumption of charge signed by the Gazetted officer
- (iv) Option for fixation of pay under FR-22 (to be submitted within 30 days from the date of order of promotion)

(C) On promotion of an Officer from Level-10 to Level-11

- (i) Order of promotion from the Competent Authority.
- (ii) Assumption of charge in the higher post/scale.
- (iii) Service History from the Entitlement Cell of Planning-cum-Finance Department, Government of Jharkhand.
- (iv) Option for fixation of pay under FR-22 (to be submitted within 30 days from the date of order of promotion)
- (v) Declaration of family and nomination for DCRG
- (vi) Declaration in Annexure-II for HRA if the Government accommodation is not allotted.
- (vii) Certificate from the competent authority that no Government vehicle has been provided (required for claiming Transport Allowance).

(D) On transfer of a Gazetted Officer

- (i) Order of promotion from the Competent Authority for transfer.
- (ii) Charge report on assumption of charge signed by both the relieving and the relieved officer at new station.
- (iii) Relinquish of charge at old station signed by both relieving and the relieved officer.
- (iv) Declaration in Annexure-II for HRA if the Government accommodation is not allotted.
- (v) Certificate from the competent authority that no Government vehicle has been provided (required for claiming Transport Allowance).

(E) Appointment to a new post (permanent/temporary)

- (i) Order of the State Government creating the new post and prescribing the scale of pay.
- (ii) Appointment order of the officer
- (iii) Certificate of taking over charge of the appointment.
- (iv) Certificate of handing over charge in old station (In case the officer is already in Government service in a Gazetted post)
- (v) Declaration in Annexure-II for HRA if the Government accommodation is not allotted.
- (vi) Certificate from the competent authority that no Government vehicle has been provided (required for claiming Transport Allowance).
- (vii) Service History from Entitlement Cell of Government of Jharkhand, Declaration of family and DCRG (in case the officer is already in Government service in Pay Level-10).

(F) Transfer to Foreign Service/Deputation to Government of India

- (i) Order/sanction of the competent authority for transfer to foreign service or on deputation.
- (ii) In respect of officers transferred to foreign service or on deputation, pay admissibility under the terms of transfer will be intimated to the foreign employer/ deputed organisation/department and the periodical increment that accrues in the regular line will also be intimated if required.

(G) Charge Allowances for holding additional post

- (i) Certificate from the competent authority, posting the officer in the additional charge.
- (ii) Certificate of assumption of charge.

(H) On deputation to Government of Jharkhand by officers of Central Government/PSUs

- (i) Order of the competent authority and terms and conditions of deputation.
- (ii) Last Pay Certificate

(I) Leave salary payslips

- (i) Sanction of the competent authority to the leave specifying the nature of leave.
- (ii) Certificate of making over charge and taking over charge.
- (iii) Posting order from competent authority in case where there is change in station on re-joining after leave.