

F. No. PAO(IRLA)/I&B/Pay & Allow/2013-14/3906
Pay and Accounts Office (IRLA)
Ministry of Information & Broadcasting
5th Floor, AGCR Building, IP Estate,
New Delhi – 110 002.

Dated:12/11/2013

Office Memorandum

PAO (IRLA) functions as the drawing and disbursing officer for IRLA officers of Ministry of Information & Broadcasting.

IRLA officers are requested to furnish required information in the enclosed format (**Annexure P**) so that PAO (IRLA) may ensure drawal and disbursement of pay and allowances, and deduction of License Fee, Income Tax etc. correctly. The enclosed format (**Annexure P**) may please be completed and sent by registered post latest by 15th December 2013, after getting the same verified by the controlling officer. Further, it is extremely important that each officer verifies the drawal of pay and allowances and remittance of net amount to the bank account and reports back any discrepancy noticed therein with reference to entitlements.

Annexure P is also available in PDF format on the website of Ministry of Information & Broadcasting (mib.nic.in/Chief Controller of Accounts/ Pay Accounts Officer (IRLA). Word format of **Annexure-P** is available at <http://www.paoirla.org>.

For proper management of the leave account, a set of instructions is being sent to the Head of Office separately.

sd/-
(Pay & Accounts Officer)

Annexure P

(to be filled in BLOCK LETTERS by all officer drawing Pay & Allowances from PAO (IRLA), duly verified by Controlling Officer and sent by 15th December, 2013 at the address given at the bottom of this page)

S.N.	Description	Particulars of Officer
1	Name	
2	IRLA No.	
3	PAN No.	
4	Present Office Address	
5	Whether in occupation of Government / Departmental Accommodation	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	If Answer to Sl No 5 is yes , then date of allotment of quarter and type of quarter	
7	AAN No.	
8	Whether provided with Government transport	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	If Answer to Sl No 8 is yes , then date from which this facility is available	

This is to certify that the information furnished above at Sl. No 1 to 9 are correct. The pay-slips for the period 01-04-2012 to 31-10-2013 in respect of the undersigned have been verified. The drawals and disbursements and deductions have been found correct except for the following:

- 1.
- 2.
- 3.
- 4.

Signature _____
Seal

(to be signed by Controlling Officer)

The Information furnished above by Ms./Mr. _____ having IRLA No. _____ have been verified and found correct.

Signature of the Controlling Officer
Seal