Bills for ‘monthly pay and fixed allowances for Government servants may be signed at any time not earlier than
6 (six) days before the last working day of the months by the labour of which such pay and allowances are earned and shall be due for payment on the first working day of the following month.

In the following cases separate bills must be presented in India for pay due for part of a month, and these bills may be paid before the end of the month, viz.

(a) When a Government servant proceeds on transfer, deputation leave and/or vacation
(i) to and from a place outside India from or to a place in India; or
(ii) from any place outside India to another place outside India.

Pay and allowances–General Rules

Note

a. If a Government servant wishes, under the provision of Fundamental Rule 91 to draw his leave salary in India, he will not be paid up to the date of relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave salary for the rest of the month.
(b) When a Government servant is transferred to another Audit Circle, or within the same Audit Circle (i) from one department to another or (ii) from one Public Works Division to another.

(c) When a Government servant finally quits the service of Government or is transferred to Foreign service.

Note :

If the first six days of a month are public holidays on which pay and pensions are not disbursed at the treasury, payment on the last open day before the holidays may be made under orders of the Government:
(a) of pay bills except those of gazetted Government servants; and
(b) of pension bills of pensioners drawing pensions of Rs. 100 or less.

Note :

The last pay of a Government servant whether under suspension or not, on his retirement, death or finally quitting service can be paid by 'the head of office in the case of non-gazetted' Government servant or such gazetted Government servant whose pay is drawn in establishment pay bill form and in the case of self-drawing Officer on the countersignature by the head of the department or in case the self-drawing office himself is the head of the department, on countersignature, by the administrative department.

Such payment of last pay bill may generally be allowed by the head of office, or head of department or administrative department, as the case may be if there is no dues outstanding against the officer or if (the death-cum-retirement gratuity to the officer/family is likely to be sufficient for adjustment of Government dues in which case the said

authority- will send intimation about outstanding Government dues and fact of authorization of last pay to the pension sanctioning authority.

Note as substituted later

Explanation. For the purpose of this rule working day shall be deemed to be a day on which the offices in which disbursement is to be made and Treasury or in case of a bank Treasury, the bank or both open for transacting the irrespective ordinary business so that withdrawal of moneys and disbursement thereof become practicable on the same day.

The rule is one of administrative convenience to enable prompt payment of dues of Government employees immediately they fall due. The earlier rule stood as under.

Pay bills may be signed at any time on the last working day of the month by the labour of which the pay is earned and due for payment on the next working day. But pay bills payable at provincial headquarters and those payable at district treasuries be signed and presented for payment within three and four respectively before the last working day of the month to which they relate payment of such bills however should not be made before the first working day of the next month. In the following cases separate bills must be presented in India for pay due for part of a month, and these bills may be paid before the end of the month viz, :

(a) when a Government servant proceeds out of India on Deputation or leave .
Note

If a government servant wishes, under the provision of Fundamental Rule 91 to draw his leave salary in India, he will not be paid upto the date of relief but will be allowed to his pay and allowances for the broken period of the month at the commencement of the next month along with the leave-salary for the rest of the month

(b) When a Government servant is transferred to another Audit Circle, or within the same Audit Circle (i) from one department to another, or (ii) from the Public Works Department to another.
(c) When a Government servant finally quits the service of Government or is transferred to foreign service.

Note 1. If the first six days of a month are public holidays on which pay and pensions are not disbursed at the treasury, payment on the last open day before the holidays may be made under orders of the Government,
(a) of pay bills except those of gazetted Government servant; and
(b) of pension bills of pensioners drawing pensions of Rs. 10 or

Note 2. The last payment of pay should not be made to a gazetted Government servant or to a Government servant whose pay is drawn on pay bill forms of gazetted Government servants, finally quitting as servant of Government or placed under suspension, until the treasury Officer has satisfied himself by reference both to the Comptroller and his own records, that there are no demands outstanding against him. In other cases payment may be made without reference to the Comptroller on the responsibility of the head office concerned.”