

Fax Message No. 935 /ICAR HQ.Dated 4/2/2013No. of Pages 01**FAX/URGENT**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN; NEW DELHI**

F.No. 2-1/2013-Cash - II

Dated the 4 ^{Feb.} ~~Jan.~~, 2013

To

The Directors of ICAR Institutes/Project Directorates/NRCs/Bureau/ZCUs

Sub : **Issue of Last Pay Certificate (LPC)**

Sir,

As per Central Govt. Account - Receipts & Payments Rules, in all cases of transfers, deputations and Foreign Service, the last Drawing & Disbursing Officer of the Govt. servant should send a copy of the Last Pay Certificate (LPC) to the new Drawing & Disbursing Officer. ICAR Audit Manual provides for provisional payment which may not exceed three months in the first instance and extendable to six months. It has been brought to the notice of the Council that LPC is not being issued timely and this has been viewed seriously. I am therefore, directed to say that in all transfer cases, LPC may be issued immediately.

Further, if there are any cases where LPC may not have been issued even after one month of relief of an individual transferred out may be intimated to the undersigned by 06-02-2013 positively, in the following format so as to apprise the Secretary, ICAR. In case the information is NIL, the same also be intimated.

Sl.no	Name & Designation of the transferred employee	Name of the Instt. where the employee is transferred	If the LPC is not issued the reasons thereof

Yours faithfully,

(DILIP ROY)

DRAWING & DISBURSING OFFICER(CASH)

Copy to:

1. DDO of all ICAR Institutes/PD/NRC/Bureau/ZCU
2. DDO of DIPA/NAIP/ASRB
- ✓ 3. Sh. Hans Raj, ISO (DKMA), KAB-I for putting in the ICAR Web-Site.