

Instructions for VII CPC Arrear Bills

The following enclosures shall be furnished along with VII CPC Arrear Bills,

- a) **A copy of the 2016 (VII CPC) Fixation Statement**
- b) **In case of re-fixation of pay / revision of pay between January 2016 and August 2016 due to MACP / Promotion / Notional Promotion / regularisation, etc., the following particulars may be furnished additionally.**
 - i) **a copy of the Office Order for revision of pay;**
 - ii) **In case of non-availability of Office Order, a Photostat copy of the relevant entries in the Service Book shall be furnished**
 - iii) **A Certificate shall be issued by DDO stating that the drawn particulars have been verified with PBR & Service Book and found to be correct.**
- c) **A Certificate stating that the officials for whom arrear claimed in this bill were not under suspension / EOL during the period**