

**PANJAB UNVIERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE & DEVELOPMENT OFFICER**

No.2034-2233/FDO

Dated:31-03-2015

Subject: Release of payment to University Employees

As you are already aware that the University has implemented the computerized pay roll management system whereby all payments to the University employees on whatever account i.e. salary, remuneration, overtime, TA/DA etc. are released by way of direct credit to the bank account. For successful implementation of this system each employee (regular or temporary/contractual etc) has been allotted an Employee Reference No./Code which is required to be mentioned in each payment bill for its final processing.

In case of employees having PF No. the same shall be considered as employees reference No. and in other cases the number as generated through H.R. Module shall be used for processing the bills.

It is, therefore, advised that while raising any bill wherein the beneficiary is the University employee, the Employee Reference No./Code must be mentioned by the concerned drawing officer. Any bill wherein the concerned Employee Reference No./Code has not been mentioned by the concerned drawing officer shall not be processed for payment. Meticulous compliance may be ensured for the release of payment to the employees so as to enable the office to streamline the payment system.

Sd/-

Finance & Development Officer

Issued to :-

1. All Chairpersons/Directors/Coordinator
2. All the Asstt. Registrars (Accounts) and R.A.O. with request to ensure the compliance of above instructions before processing a bill.
3. Deputy Registrar(Estt.)
4. Sh. Guldeep Singh, System Manager
5. Ms. Veenu Mor, Programmer, Incharge, H.R. Module

Copy to Registrar for information.

