

**PANJAB UNIVERSITY CHANDIGARH  
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/  
Coordinators of All Centres/  
Heads of the Departments/Branches  
Panjab University, Chandigarh.

No.1296-1495/FDOI

Dated .25-05-2015

This is to inform you that the Form 16 for the Financial Year 2014-2015 have been issued under the digital signature of the Registrar and have been uploaded on the University intranet. The form can be accessed and downloaded by the concerned employee through the campus portal; [campus.pu.ac.in](http://campus.pu.ac.in) by following the steps as below:

1. Log in at [campus.pu.ac.in](http://campus.pu.ac.in)
2. Choose employee-PU role
3. Click on Go
4. Click on Employee Portal
5. Click on My Profile
6. Click on Download Form 16

The concerned employee may get the print out from the above portal. Since these forms have been digitally signed, therefore, no manual signature and rubber stamp is required.

It may be brought to the notice of all concerned.

Sd/-

Finance & Development Officer

[directorcc.pu.ac.in](http://directorcc.pu.ac.in)

Please find attached herewith a general circular for circulating through official email of all the Chairpersons and employees.