

**PANJAB UNIVERSITY CHANDIGARH**

No. 1481-1680/FDO/F-8

Dated 8-11-2016

Subject: Timely submission of Absentee statement and other information.

Reference circular No.3320/3520/FDO dated 6.8.2014 issued by the FDO and No.13001-13200/A dated 24.8.2015 on the subject cited above.

Despite issue of clear instruction, it has been observed that absentee statement of many Departments do not reach in time in the concerned Salary Section. In most of the cases dealing officials have to make phone calls to the concerned Department/Branch to submit the absentee statement. As a result of which the whole process of release of salary gets delayed.

All the Heads of the Departments/Branches are requested to personally look into the matter and ensure that the absentee statements and leave cases of regular staff, duly ticked by the Audit are submitted in the Accounts Department at least 7 days before the end of the relevant month. For other staff such information must reach on the last working day of the month.

A favourable action in this regard will facilitate timely release of dues to the employees.

Needless to mention that in case of any delay in submission of above information, the responsibility for non-release of salary in time shall rest with the concerned department/branch

Issued to:

  
Finance and Development Officer

All the Heads of Departments/Branches for information and necessary action.