

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

No. 3621-3820/FD

Date: 05-09-2016

**Subject: Implementation of the decision of the Board of Finance dated 15.02.2016 vide item No. 25 regarding revision of pay scales of Laboratory and Technical staff.**

As you may kindly aware that in the above referred decision of the Board of Finance, it was resolved that the salary of Laboratory and Technical staff is to be re-fixed by allowing the enhanced pay band to such categories from 1/11/2012 instead of 1/12/2011. It was also resolved that the consequent recovery of excess payment is to be made in instalments, as decided by the Vice-Chancellor. The above decision of the Board of Finance was duly approved by the Syndicate vide Para 3 in its meeting held on 27.2.2016.

In pursuance of above, the Vice-Chancellor has approved to make the necessary recovery from the concerned staff in instalments, as explained below:-


1. In case the recovery is for an amount upto Rs. 35,000/- in five instalments.
2. In case the recovery is for an amount upto Rs. 50,000/- in seven instalments.
3. In case the recovery is for an amount beyond Rs. 50,000/- in ten instalments.

Now, it has been given to understand that certain dues are pending to these employees also on account of grant of annual increment etc. which were withheld in the past for want of final decision of the Board of Finance.

In view of the position explained above, the concerned departments were expected to prepare the proper due and drawn statement of the concerned employees in the form of bill after taking into consideration the pending increment/s of the employees as well as re-fixation of pay as per decision of the Board of Finance as referred above. After the preparation of the proper due and drawn statement, the net recoverable amount or payable amount, as the case may be, was to be submitted to the accounts branch for necessary action in this regard.

Needless to mention here that the above exercise should have been undertaken by the concerned department on their own as they are the concerned drawing officer, custodian of service record and the service books of the concerned employees.

You are requested to ensure that the above exercise be completed on or before 20<sup>th</sup> September, 2016 and accordingly the final due drawn bill be submitted to the account branch so that the necessary adjustment be made from the salary of the concerned employee for the month of September, 2016 to be paid on 1<sup>st</sup> October, 2016.

  
A.R. (Salary)

Issued to: All the Chairpersons/Coordinators of all centres/ Directors of Regional Centres, Panjab University, Chandigarh.