

PANJAB UNIVERSITY CHANDIGARH

To	From
The Finance & Development Officer, Panjab University Chandigarh.	1. All Deans 2. All Directors University/Hony, Directors 3. All Heads of Teaching/Non-Teaching Depts/Offices at Chandigarh, Hoshiarpur, Muktsar, Ludhiana, Shimla & Dalhousie. 4. Librarian, P.U. Library, Chandigarh 5. Advisor & SVC 6. Special Officer to VC 7. PA to Registrar/COE/FDO 8. RAO/RSA 9. All Office Supdts.

No. 3320-3520/FDO

Dated 6/8/14

Subject: Timely submission of Absentee statement and other information.

It has been brought to the notice of the undersigned that the absentee statement, which is a pre-requisite for release of salary of the employees, are not being submitted by many Departments in time. In this regard, your kind attention is invited to Rule 6.3 of P.U. Accounts Manual Page 48 which requires that each Department shall send to salary section a report regarding attendance/absence or leave cases of employees for the period upto 15<sup>th</sup> of the Month for which salary bill is to be processed. Report of subsequent part of the month is to be intimated in the absentee statement of next month.

As per the Rule 1.16 Sr. No. 1, page 5, the above statement must be submitted in the Accounts Branch at least 7 days before the end of the relevant month. It is also pertinent to mention that before submission of this statement, the leave cases, if any, must also be got checked from the Audit by the concerned Department.

Compliance of above procedural formalities facilitates the process of release of salary in time. Any delay on the part of the Department in submission of above information to Accounts Branch may cause delay in the release of regular salary.

Hence, it is requested that the concerned official in your department be directed to follow the above procedure and timeline strictly. Failing which the responsibility for non-release or delay in release of salary shall be of the concerned Department.

Yours faithfully,

  
Finance & Development Officer