

3362-3561/FDO  
21/6/17

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

1. All Heads of Teaching/Non-Teaching Departments,
2. Deputy Registrar (Establishment)
3. Assistant Registrar (Establishment)

**Subject: Service Books of staff.**

Dear Sir/Madam,

This office is in the process of identifying the service books which got destroyed in the incident of fire in the Administrative Building on 14.5.2017.

You are requested to intimate the particulars of those staff members working under you, the service books of whom had been sent to the Accounts Department prior to 14.5.2017 and which might have been burnt/are not traceable. These particulars must include the dispatch number/date of the department alongwith the copy of the respective register/peon book where receipt had been taken from the diary clerk of our department.

Certain staff members, whose service books are not traceable/have been burnt, might be in possession of certified copies of their respective service books. They may be asked to send such certified copies through you to the DR/AR (Estt).

Your help is solicited at the earliest.

Thanking you,

Yours sincerely

  
Finance & Development Officer