

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

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

No. 4228-4427/500

Dated: 27/7/17

Dear Sir/Madam,

This is in relation to the teachers/employees whose service books have got burnt in the fire which broke out in the Administrative Block.

In order to enable the Accounts Department to process the annual increments of teachers and other employees of the University, which is falling due on 01.07.2017 onwards, you are requested to submit the service verification and increment approval of concerned H.O.D. in the format as attached herewith.

You are requested to submit the above report positively by today i.e., 27.07.2017.

Yours sincerely,


Finance & Development Officer

PANJAB UNIVERSITY CHANDIGARH-160014
(Estded under the Panjab University Act VII of 1947
Enacted by the Govt. Of India)

Sr. No.	Name of Faculty Member	Basic Pay as per ECR	Pay after Increment as on 01.07.2017	Signature of Employee	Signature of HOD
1					}
2					
3					

Service from _____ to _____
verified from the office copies of the pay
bills and acquaintance rolls being maintained
in the Office/Department/Branch.

H.O.D.