

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.5059-5258/FDO

Dated: 18.08.2017

Dear Sir/Madam,

In order to rationalize the processing of salary bills of faculty members and employees including those appointed on temporary/contractual/daily wage basis, the Vice-Chancellor has approved the following time schedules as well as modalities to be observed by various departments/branches:-

I. Regular employees:

1. As per instructions in vogue, the payment of salary of a particular month to all regular employees shall be released on the 1st day of the subsequent month.

In the above context, the concerned Department/Controlling Officer shall adhere to the following timelines/modalities:-

- (i) The absentee/attendance report of each of the employee for a particular month shall be submitted to the concerned Salary Section of Accounts Department by 18th of that particular month. Such absentee/attendance report shall be for the period up to 15th of that particular month. The absentee/attendance report relating to the period from 16th of that particular month to the 15th of succeeding month shall be submitted for the release of salary of succeeding month and so on.
- (ii) In case an employee is on any kind of leave (except casual leave), then the concerned department shall also submit the copy of sanction of such leave and duly audited leave record alongwith the absentee/attendance report. In the absence of such documents, the leave salary or the regular salary of an employee after his/her return from leave shall not be processed.
- (iii) In case an employee is transferred from one department to another on or after 18th of a particular month, then the salary of the concerned employee from the date of his/her transfer to the end of that particular month shall be paid from the same budget head against which he was drawing his/her salary before such transfer. The salary for the next month and onwards shall be charged to the department where he/she has been transferred.

- (iv) In case a promotion happens after 15th of a particular month, for that particular month, the promoted employee shall continue to receive pre promotion salary to be charged to his/her pre-promotion post. From the 1st day of succeeding month, the concerned employee shall get the pay of promotional post to be charged against the promoted post. The difference of pay on account of promotion for the previous month (i.e., month of promotion) shall be released by way of an arrear bill which shall also be charged to the post on which he/she has got promoted.
2. The salary to the faculty members who are continuing beyond the age of 60 years, on the basis of interim directions of the Hon'ble Court, shall also be processed in the same manner as prescribed for regular employees.
3. The salaries to the teachers appointed under various Government Sponsored Schemes such as, Faculty Recharge Program, Ramalingam Fellowship, Ramanujam Fellowship, etc., shall also be processed in the same manner as has been prescribed for the regular faculty. In case the concerned funding agency is yet to release the salary grant for such faculty members, the salary shall be paid out of the overall balance of the Sponsored Research Projects/Schemes with a condition that the same shall be recouped on receipt of grant from respective funding agency.

II. Re-employed/Temporary/Contractual Faculty Members:

1. The concerned Department/Controlling Officer shall submit the absentee/attendance report of a particular month on the 1st day of the succeeding month.
2. The concerned Section of Accounts Department shall process such salary bills and after having the same audited from the office of ACLA shall submit to the Cheque Writing Section on 4th day of such month.
3. The Cheque Writing Section shall ensure to credit the salary of such faculty members on 5th of the month.

III. Daily Wage/Contractual/Temporary Employees :

1. The concerned Department/Controlling Officer shall submit the absentee/attendance report of a particular month on the first working day of the succeeding month.
2. The concerned Section of Accounts Department shall process such salary bills and after having the same audited from the office of ACLA shall submit to the Cheque Writing Section on 4th day of the month.
3. The Cheque Writing Section shall ensure to credit the salary of such daily wage employees on 5th of the month.

NOTE: In case the term of appointment of a temporary/contractual faculty member or other employee (including daily wage) is expiring during a particular month and the concerned department wishes to reappoint or extend the term of such faculty member/employee, then the concerned department must initiate the case of re-appointment/extension of term of such employee, well in advance and the Establishment Section shall ensure to take a decision on such proposal of re-appointment/extension of term, as the case may be, before the expiry of the previous term of appointment of the concerned employee.

IV. Guest Faculty :

- The bills of remuneration of Guest Faculty of a particular month shall be submitted by the concerned department to the Accounts Department on 5th of the succeeding month. Such bills must be accompanied with duly verified time table, required certificates, etc.
- The Accounts Department shall process those bills and after having the same audited from the office of ACLA shall submit to the Cheque Writing Section on 8th of such month. The Cheque Writing Section shall ensure to credit the due remuneration to the respective beneficiaries on the 10th of such month.

V. Payment of Arrear Bills:

1. As and when an occasion would arise, the concerned Department/Branch shall prepare an arrear bill and submit the same to Accounts Department, duly verified by the HOD, for further processing.
2. The concerned salary section of accounts department shall process those bills and submit the same to audit within 7 working days from the date of receipt of the same.
3. The audit shall verify such bills for pass & payment within 5 working days and if the audit has certain observations then same shall also be conveyed to accounts within the same time framework i.e., 5 working days from the date of receipt of bill from accounts.
4. For all subsequent correspondence between the accounts and audit in relation to such bills, the time schedule as specified in para 2 & 3 shall apply.
5. After having those bills audited from the office of ACLA, the dealing official shall submit such passed bills to the Assistant Registrar (Salary) through their respective office Superintendent.

6. At the end of each month, all such arrear bills which got processed and passed for payment in that particular month shall be summarized at the level of Assistant Registrar (Salary). All such passed arrear bills alongwith a summary shall be forwarded by the concerned A.R. (Salary) to Cheque Writing Section on the 5th of succeeding month.

VI. General:

1. In case the concerned Department/Controlling Officer does not submit the required absentee/attendance report or the audited leave record to the concerned Section of the Accounts Department by the prescribed due date of a particular month then, the salary of that particular month shall be processed and released alongwith the salary of subsequent month.

E.g. If for the month of September 2017, the concerned department does not submit absentee/attendance report of a contractual employee on 1st October, 2017, then the salary for the month of September, 2017 of such employee shall not be released on 5th October, 2017. Such salary shall be released on 5th November, 2017 i.e., alongwith the salary of October, 2017.

The responsibility for such delay shall rest upon the concerned Department/Controlling Officer.

2. In case the prescribed due date as mentioned in the above schedule happens to be a holiday then the due date shall be deemed to be the next working day.

Yours faithfully,


Finance & Development Officer

Copy to the following for information:

1. Vice-Chancellor
2. Dean of University Instruction
3. Registrar