

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. 3643-3842 | A


Dated: 30.08.2017

Dear Sir/Madam,

This is in relation to the 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 such employees, which are falling due in May/June, 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 10th September 2017.**

Yours sincerely,

Deputy Registrar (Accounts)

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

Sr. No.	Name of Employee	Basic Pay as per ECR	Pay after Increment as on May/June 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.