

PANJAB UNIVERSITY, CHANDIGARH

No. 9458-63/A

Dated: 29/10/19

With respect to the payments to be made in foreign exchange, the following procedure shall be followed:-

1. The concerned Section shall prepare a contingent bill in foreign exchange and get it checked from audit in foreign currency denomination, which bill shall be referred as 'pre-checked contingent bill in foreign exchange'.
2. On the basis of such pre-checked bill in foreign exchange a payment advise (through a letter) shall be issued to SBI for making payment to concerned beneficiary in foreign exchange. The copy of such letter shall be forwarded to Cash Book Section for their information and record.
3. Against the transfer of money in foreign exchange, the equivalent amount in INR debited to P.U. Account shall be recorded on the 'pre-checked contingent bill in foreign exchange' which shall be put up to the office of ACLA for affixing final pass and payment order.
4. After affixation of final pass and payment order in INR by audit, the voucher shall be submitted to Cheque Writing Section for making entry in the Campus Portal.
5. Since in this case, the payment already stands transferred via payment advice therefore, no physical cheque shall be printed and only a voucher number shall be assigned through Campus Portal through a virtual series of cheque number for reference and record.
6. After the assignment of voucher number the Cheque Writing Section shall record the particulars of letter number and date vide which the payment was made via bank transfer on the voucher and then it shall be consigned to Daftri for filing and record.

*Raj Manchanda*  
Deputy Registrar (Accounts) 24/10

Issued to the following for necessary compliance:-

All Assistant Registrars (Accounts)

Copy to:

- i) ACLA for information for necessary action.
- ii) F.D.O. for information

*29/10*