

PANJAB UNIVERSITY

No. FDO/SPL 3

DATE 19.04.2020

To

All Heads of the Teaching and Non-teaching Departments/Centers/Regional Centers/Institutes/Constituent Colleges/Offices/branches

Sub: Salary for the month of April 2020

In the wake of extension of period of lock down up to 3 May, 2020, the following procedure shall be followed for release of salaries;

A) Regular/contractual/temporary/daily wage staff

In order to process the salary of regular/contractual/temporary/daily wage staff for the month of April 2020 (to be released in May 2020), you are requested to inform this office as to whether any recovery is to be made or payment is to be withheld w.r.t any of the employees of your Dept. in the following format:

Sr No	Name & Designation	PF/GPF No	No of days without pay	Reason	Remark

NOTE:

1. In reference to an order issued by U.T. administration Chandigarh vide no F-2071/F-11(6)-2020/5023 dated 23/3/2020, the period of lockdown/curfew is to be treated as 'duty period' for all regular, temporary, contractual, daily wage, outsourced staff.
2. In case none of the employees of your department/office is subject to any recovery/ leave without pay, then no information may be sent, as it will be presumed that all the employees of your department/office are entitled for full pay.
3. In case of non submission/delay in submission of information of recovery/'leave without pay period', the responsibility for consequential over payment shall rest upon the concerned department/office.
4. The above information shall be sent in the form of scanned copies of ink signed or digitally signed proforma (by HoD) via email, i.e, nameet114@gmail.com on 30th April, 2020.

B) Guest Faculty

As already decided, the Guest Faculty bills shall be prepared on following basis

- (i) From 1.3.2020 to 14.3.2020 on actual lecture delivered basis
- (ii) From 15.3.2020 onwards, i.e., since when teaching stand suspended, lectures may be counted as per the time table.

The Guest Faculty bills must be prepared strictly as per the revised formats (attached herewith) and be submitted in the form of **scanned copies of ink signed or digitally signed (by HoD) bills via email, i.e, nameet114@gmail.com by 5/5/2020.**

(Note: Simple word/PDF/jpg file without signature shall not be accepted)

Any bill received after the prescribed date and time shall not be processed and the responsibility for nonpayment shall rest upon the concerned HoD.

C) Project Staff

The Project Staff bills must be prepared strictly as per the revised formats (attached herewith) and be submitted in the form of **scanned copies of ink signed or digitally signed (by HoD) bills via email, i.e, argnp@pu.ac.in by 5/5/2020.**

(Note: Simple word/PDF/jpg file without signature shall not be accepted)

Any bill received after the prescribed date and time shall not be processed and the responsibility for nonpayment shall rest upon the concerned HoD.

D) Research Scholars/UGC Fellows covered under DBT Mode

In order to enable the staff of G&P section to approve the fellowship under DBT mode on UGC portal, the concerned HoDs may send the **scanned copies of ink signed/digitally signed (by HoD) 'monthly confirmatory reports of fellowship/HRA/Contingency' (on the formats already notified) via email, i.e, argnp@pu.ac.in by 5.5.2020.**

Any report received after the prescribed date and time shall not be processed and the responsibility for nonpayment shall rest upon the concerned HoD.

(Note: Simple word/PDF/jpg file without signature shall not be accepted)

Strict and time bound compliance of all concerned is solicited.


FDO 19/4/2020

PANJAB UNIVERSITY, CHANDIGARH

Department of _____

Guest Faculty bill for the month of _____, 2020

Sr. no.	Name of Faculty	Bank A/c & IFSC code	Lectures assigned as per Time Table	Remuneration @ Rs 1000 per Lecture subject to maximum of Rs 25,000/-	Deduction for PM Care Fund	Net Paid
1.						
2.						

Certify that;

- 1) the above Guest Faculty members have duly been appointed by the competent authority.
- 2) the lectures have been counted on the basis of Time Table duly approved by the competent authority.

Date: _____

Head of the Department

Budget Head:

Verification by Accounts	Pre-audit and Pass order by Audit
Verified for Rs _____ _____	
Clerk Assistant Supdt	

Cheque Writer Section (CWC)

Cheque No. _____ Date. _____ Amount. _____

OS(CWS)

PANJAB UNIVERSITY

Project Staff Bill for the Month of _____, 2020

1. Name of Project/Scheme: _____
 2. Project/Scheme Code: _____
 3. Budget Head: _____

Sr. No.	Name of Project Staff/Fellow/Scholar (with designation)	Bank A/c no IFSC Code	No of Pay Days	Amount	Deduction for PM Care Fund	Net Paid
1.						
2.						
Total						

Certified that:

- The incumbent has been regular in attendance throughout the month and no leave is pending for sanctioning and confirm to then rules under which the scholarship is tenable.
- The incumbent is not in receipt of emolument from any other agency simultaneously with award of this fellowship.
- The Progress of the work during the month has been satisfactory.
- In case the incumbent has availed leave other than casual leave, the same has been sanctioned by the competent authority.

Date: _____

Signature of Supervisor/Investigator/In Charge

<p align="center">Verification/Pay Order by Accounts</p> <p>Verified/passed for payment of</p> <p>Rs _____</p> <p>_____</p> <p>Verified by</p> <p>Clerk/Assistant _____ Supdt. _____</p> <p>Passed by</p> <p>Assistant Registrar</p>	<p align="center">Pre-audit and Pass order by ACLA (Only if Applicable)</p>
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Cheque Writing Section (CWS):

Cheque No. _____ Date: _____ Amount: _____

OS(CWS)