

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF FINANCE & DEVELOPMENT OFFICER

No. 467-72 | FDOI

Dated: 2-6-22.

As per the instructions in vogue, any payment of remuneration/honorarium to an employee of the University is to be reported to the concerned Section of the Salary Branch for incorporating the same in the parent ECR of the employee. These guidelines equally apply to cases where an employee of the University is given additional charge or responsibility and for that he/she is allowed a remuneration or honorarium. In such cases also the information of remuneration/honorarium has to be given to the concerned Salary Section dealing with the parent ECR of the concerned employee for calculation and deduction of Income Tax.

It has been brought to the notice of the undersigned that the above instructions are not being followed in all cases uniformly. All concerned are hereby advised to ensure that the information of any remuneration/honorarium to an employee of the University must be given to the officials of Salary Section dealing with the parent ECR of such employee. In case of non compliance, a shortfall in deduction of Income Tax may accrue and the responsibility for the same shall rest up from the remuneration/honorarium disbursing official.


Finance & Development Officer

Issued to the following :-

- | | | |
|---|---|---------------------------|
| <ol style="list-style-type: none">1. A.R. (Salary)2. A.R.A.-II3. A.R. (G&P)4. A.R. (Budget)5. D.R. (Accounts) | } | for necessary compliance. |
|---|---|---------------------------|

Copy to :-

ACLA for necessary information.