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PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

To

1. DUI, DCDC, DSW, DFS, Dean Alumni
2. S.O. to V.C.
3. P.A. to Registrar *8/14/18*
4. All the Chairpersons/Coordinators of all Centres/ Heads of the Deptt./Branches, P.U., Chandigarh.
5. Director, Regional Centre, Ludhiana, Hoshiarpur, Mukatsar & Kauni
6. Principals of all Constituent Colleges
7. R.A.O.

No. 3607-3807 | FD0 | 18

Dated: 14/8/14

Subject: Delay in payment of Leave Encashment.

Dear Sir/Madam,

It has been observed that in some cases of employees, the retirement benefit of encashment of earned leave has been delayed. On verification, it was found that the reason for such delay was non-completion of leave account of the concerned employee by the concerned department.

It is relevant to point out that the concerned department, being custodian of the service book of the employee, is responsible to periodically update the leave account and get it audited from the office of Resident Audit Officer. The Accounts Branch can process the bill for payment of leave encashment of an employee only if the concerned department has completed the leave account and got it audited from the audit.

In order to ensure the timely payment of encashment of earned leave to employees at the time of retirement, all the departments are requested that before submitting the bill for encashment of earned leave in accounts branch, the leave account of the employees must be completed and audited from the office of Resident Audit Officer.

Your co-operation in this regard would help us to make the payments in time.

Yours faithfully,


(CA Vikram Nayyar)
Finance & Development Officer

Copy to:-
1. Registrar
2. SVC for kind information of the Vice-Chancellor *12*