

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Principals of all Constituent Colleges
Panjab University, Chandigarh.

No. 55-254/FDO

Dated :- 17.01.2023

Circular

Sir/Madam,

As you all are kindly aware that this office is in the process of refixation of pay of all employees as per pay revision notification issued by the Government.

This is to inform you that in majority of cases of teachers and other cadres drawing pay in UGC scale, the refixation sheets (as per revised pay scale) have been finalized. Now on the basis of such refixation sheets the entries of the revised pay are to be made in the service book of respective employees by the officials of the concerned department/office in whose custody such service books are kept.

In this regard, the concerned dealing officials of Salary Section have been conveying messages to respective department/office. To expedite this process, you are requested to depute an official to collect refixation charts from the Salary Section and after making entries of revised pay in the service book duly signed by concerned teacher and verified by HOD, the same be handed over to Salary Section latest by 20.01.2023 (Friday).

Please treat it as most urgent.

With regard,

Yours sincerely,


D.R. (Accounts)

Copy to the following for information/necessary action:

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. The Registrar, P.U., Chandigarh for information.
3. ACLA for information and necessary action.
4. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.