

**PANJAB UNIVERSITY, CHANDIGARH**

From	To
The Finance & Development Officer Panjab University Chandigarh	All Deans All Directors, P.U., CHD PURC, Ludhiana, Muktsar & VVIBS & IS Hoshiarpur All heads of teaching/ Non-Teaching deptts. & head of the branches in the adm. Offices, librarian, P.U, Ext. Library, Ludhiana in charge, Data Entry Unit, S.V.C/ Special Officer to Vice-Chancellor, P.A. to the Registrar, COE, FDO, RAO/RSA All office Supdt. (Accounts Branch)

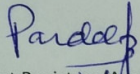
No. 10138-10337/A

Dated 10/07/2015

Dear Sir/ Madam,

The Vice Chancellor has kindly sanctioned an advance of Rs. 7500/- out of the budget head "salary" for the purchase of wheat to **Class – B & C** employees (including daily wage employees working in the scale against substantive post) to be recovered in 8 monthly installments from the salary starting from the month of July, 2015 paid in the month of August, 2015. The interested employees may kindly submit their option before 17.7.2015 through Head of the departments.

Yours faithfully,

  
Assistant Registrar (Accounts)  
10/7/15

**PANJAB UNIVERSITY, CHANDIGARH**

**(Performa for the Grant of Wheat Loan)**

**Subject:- Wheat Loan Advance**

1.	Name of the Employee	
2.	Designation	
3.	Department/Branch	
4.	Wheather wife/husband/son and daughter working in the University. If, so mention the particulars	i. Name ii. Branch/Deptt. iii. Designation
5.	Amount of advance	Rs. 7500/-(Seven thousand and five hundred)

**Signature of the employee**

I, Hereby authorize the Registrar, Panjab Univesity, Chandigarh to deduct Rs. 935/- per month and last month recovery is Rs. 955/- as monthly installment of Wheat loan sanctioned to me during financial year 2015-16.

**Signature of the Employee**

**Countersigned/HOD**