

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF FINANCE & DEVELOPMENT OFFICER

No. 1802-1806 / FDDP/F-8
Dated: 24/12/2020

As per instructions of UGC, the University has to implement Treasury Single Account (TSA) System wherein, the UGC shall release the grant to Panjab University through a Sub-Autonomous Bank Account No. 10671301101 opened in Reserve Bank of India. In this system all the payments have to be made in Digital Mode (e-payment) instead of issue of physical cheques.

In order to implement this system, the PFMS portal requires creation of certain roles i.e., Data Operator, Data Approver (DA) and Administrator. The role of Administrator has already been assigned to A.R. (G & P) in PFMS. For the purpose of utilization of Salary Grant through PFMS system and to make e-payments out of revenue account, the other roles are assigned as below:

Sr. No.	Role	Assigned to
1.	Data Operator	(i) Ms. Archana, Sr. Asstt. of Cheque Writing Section. (ii) Sh. Namit Gupta to upload employees data on PFMS Module.
2.	Data Approver (DA)	Office Supdt. (Cheque Writing)

Dr. Arun Bansal, Programmer shall assist the above officials to carry out their assigned roles.


23/11/2020
Finance & Development Officer

Issued to:

1. D.R. (Accounts)
2. All Assistant Registrar (Accounts)

AR) Slavy 24-12-2020
AR) Budget 28/12
AR) Fee-checking 24/12/2020
AR) GAP 24-12-2020

O/C
Ms. Namit Gupta
Ms. Archana 28/12/2020
Dr. Arun Bansal

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 15-23/FDO I

Dated: 7/1/2021

As per the instructions of Govt. of India conveyed by UGC, all the grants of UGC has to be utilized under the Treasury Single Account (TSA) System. In this system, the P.U. (being a sub-Autonomous body-Sub AB) has opened an account with RBI. All the payments under TSA have to be made digitally (e-payments) instead of issuing physical cheques.

To operationalize the above system, the Hon'ble Vice-Chancellor on 30.12.2020 has allowed the following procedure of e-payment for incorporation in PU Accounts manual under Rule 5.8, in anticipation of approval of the Syndicate:

Procedure of e-payments:

- 5.9 A (i)** For Computer generated Salary bills including bills of deductions, the soft copy/digital file representing the 'pre-audited and passed' bills shall be uploaded on the e-payment module. For net salary payment individual beneficiary wise list will be uploaded and for deduction bills consolidated amount will be entered in the e-payment module.
- (ii)** On the basis of uploaded salary/deduction bills, the O.S. (Cheque Writing Section) shall approve the release of e-payments by using his/her login details or digital signature, as the case may be.
- B (i)** For other bills, the Cheque Writing Section on daily basis shall bifurcate/categorize all the 'pre-audited & passed' bills on the basis of amount of individual bills as follows:-
- List 1 - All bills, the individual 'pre-audited and passed' amount of which is less than Rs. 1.25 lac.
- List 2 - All bills, the individual 'pre-audited and passed' amount of which is less than Rs. 2.50 lac.

List 3 - All bills, the individual 'pre-audited and passed' amount of which is of Rs.2.50 lac or more.

iii) All such lists (containing details of individual bills & beneficiaries) shall be got approved from authorities as mentioned below for release through e-payment.

List 1 - Assistant Registrar (A/c) (other than AR (Budget))

List 2 - Deputy Registrar (Accounts)

List 3 - FDO/Registrar

v) On the basis of approved list, the designated official of Cheque Writing Section shall enter/upload the details of beneficiaries on e-payment module.

vi) The O.S (Cheque Writing Section) shall approve the release of e-payments on the basis of list of bills and beneficiaries duly pre-audited and approved by the designated authorities as mentioned in para-ii above, by using his/her login details or digital signature as the case may be.

C. (i) For all e-payments the System generates 'e-transaction number', (by whatever name called), which shall be used for all future references in place of cheque number. Such e-transaction number shall be recorded on the pre-audited & passed Vouchers as well as in the accounting software of P.U.

(iii) The approved lists (as mentioned in para-ii) shall be kept & preserved with vouchers in voucher guard files.


Finance & Development Officer

Issued to:

- i) Deputy Registrar (Accounts)
- ii) All Assistant Registrars (Accounts)
- iii) Assistant Controller Local Audit
- iv) P.A. to Registrar
- v) P.A. to F.D.O.
- vi) O.S. (Cheque Writing Section)

