

UNIVERSITY OF JAMMU


CIRCULAR

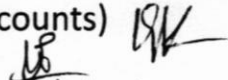
It is hereby circulated for the information of all the concerned Lecturers/Teaching Assistants working on Contractual/Adhoc basis in various Teaching Department of the University of Jammu/Offsite campuses and Officers/officials on Deputation to University of Jammu whose salary is being released by the Accounts (Salary) Section of the University, that their salary from the month of October, 2014 shall be debited directly in their Bank Account instead of issuing individual cheques.

Hence for the purpose all the incumbents are therefore, requested to submit the following in the Accounts (Salary Wing) on or before 30-10-2014

1. Self attested photocopy of PAN card.
2. 16 Digit Bank Account Number along with the IFSC code, Bank and Branch details.

Further they are requested to submit the attendance certificate after affixing Revenue stamps at the enclosed proforma at the end of every month duly verified by the Rector/Head of the Department/Branch officers concerned for release of salary instead of submitting the salary bills.


Assistant Registrar
(Accounts)


24/10/2014

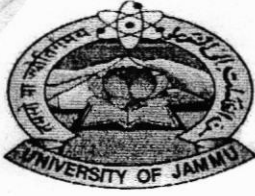
No:-Acctt/Salary/14-15/1006-1066
Dated:- 24-10-2014

Copy to:-

1. Special Secretary to Vice Chancellor
2. Senior P.A. to Dean Academic Affairs/Dean Research Studies.
3. Senior P.A. to Registrar/COE/DCD.
4. All Rectors/Directors of the various offsite campuses of the Universities
5. All Heads /Directors of the University Teaching departments
6. Sr. P.A. to Joint Registrar, Finance/ Exam.
7. All Dy. Registrar/Asstt. Registrar of the University.
8. Medical Officer, University Health Centre.
9. Executive Engineer, University Works Department.
10. ✓ I/c Centre for IT enabled services & Management for uploading on the University Website.

1547
24/10/14



UNIVERSITY OF JAMMU

'A' Grade University-Accredited by NAAC

Attendance for Release of Salary for the month of _____

Emp_No:- _____ (OFFICE USE ONLY)

PAN _____

Name _____

Department _____

Designation _____

Salary Budget Head _____

Bank A/C No :- (16 DIGIT)

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SALARY

Pay _____

Deduction _____

Pay Arrears _____

Income Tax _____

Total _____

Recovery if any _____

Net Payable _____

Certified that from _____ to _____ I was on duty and engaged the class work and not on leave. I was not present for class work w.e.f. _____ to _____.

Affix Revenue Stamp with Signature

Signature

Name _____

Dated _____

Certificate from Rector/HOD/Branch officer

Certified that Mr/Ms _____ engaged on contractual basis upto _____ @ Rs. _____ Per month vide University order No. _____ Dt. _____ (Copy enclosed) & was present during the period w.e.f. _____ to _____ and conducted the class work accordingly. He was not present for class work w.e.f. _____ to _____.

Signature
(Rector/HOD/Branch officer)

NOTE:-

Please ensure that this Attendance should reach in Accounts Section (Salary wing) immediately after the last day of the month.