



PONDICHERRY UNIVERSITY
FINANCE AND ACCOUNTS

Prof.MALABIKA DEO
Finance Officer (i/c)

R.V.Nagar,Kalapet,
Puducherry - 14

No:PU/FIN//2016-17/

Date :23/11/2016

CIRCULAR

Sub: Salary Advance for the month of November'16 to be paid to the eligible Group 'C' & 'D' employees of the University – Reg.

Ref: (1) O.M.No.25(30)E.Coord/2016 dated 17.11.2016 of Dept. of Expenditure, Ministry of Finance, GOI, New Delhi.

(2) I.D. Note No.PU/ESTT/NT-1/III-43/2016/255 Dated: 22/11/2016 from Estt. Section

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In pursuance of the references cited above, it has been decided to release part salary, in advance, amounting to Rs.10,000/- (Rupees ten thousand only) by means of open cheques against the salary payable for the month of November'16 to Group C & D employees of the University whose net salary of October'16 exceeded Rs.10,000/-.

The employees who do not wish to receive the part salary advance of Rs.10,000/- may give their option in the enclosed proforma to the Finance section by 5.00 P.M today, i.e 23/11/2016.

The eligible employees (other than those who opt: **not** to receive this part salary advance by sending the option in the enclosed proforma duly signed by them) may collect the cheques from the Finance section on Friday, the 25th November, 2016 by 10.00 A.M onwards.

The employees are requested to encash the cheques **in person** in the **special counter** at the Indian Bank, Pondicherry University Branch. Kindly note that no third party encashment shall be entertained by the Bank.


FINANCE OFFICER (i/c)

Encl : Profoma

To

The employees concerned

Copy to

- 1) The Branch Manager, Indian Bank, PU Branch – w.r.t to allow the above employees to get these Cheques encashed immediately on deposit with the Bank in the Special Counter
- 2) The AR O/o the Vice-Chancellor for kind information of VC.
- 3) The AR O/o the Registrar – for kind information of Registrar.
- 4) The PS to FO – for kind information of Finance Officer.
- 5) The All Deans/ HOD's/Centre Head's/Officer's.
- 6) The Systems Manager, Computer Centre – to host in the University website.

PONDICHERRY UNIVERSITY
FINANCE AND ACCOUNTS SECTION

PROFORMA

I hereby give my option not to receive part salary, in advance amounting to Rs.10,000/- (Rupees ten thousand) for the month of November 2016.

Date:

Signature _____

Name _____

Designation _____

To

The Finance Officer
Pondicherry University