



# ਪੰਜਾਬ ਕੇਨ੍ਦ੍ਰੀਯ ਵਿਸ਼ਵਿਦਾਲਿਆ

## Central University of Punjab

ਗਾਂਵ ਘੁੜਦਾ, ਜ਼ਿਲ੍ਹਾ ਬਠਿੰਡਾ (ਪੰਜਾਬ) / Vill: Ghudda, Dist. Bathinda (Pb.)

ਕ੍ਰਮਾਂਕ / No. CUPB/CC/Accts/24-25/ 265

ਦਿਨਾਂਕ / Date 28th June 2024

### Notification

**Sub: To streamline the payment process -reg.**

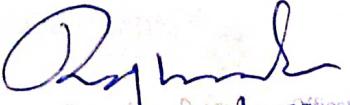
In order to streamline the payment process, management of observations and speedy payments, the following is circulated with the approval of Competent Authority for implementation and necessary action.

1. Telephone reimbursement claim will be accepted twice in a year i.e. claim for the period of March to August will be submitted in the month of **September** and for the period of September to February in the month of **March** every year). The reimbursement will be done only after the lapse of claimed bill period.
2. The Establishment branch will submit the Medical claims of the University employees (in a single file) to the Medical Officer once in week i.e. **on Monday only** for further processing.
3. Payment/adjustment file pertaining to a meeting/workshop/ seminar/ conference etc. be submitted in **a single file within 10 days after the closing of event** along with **C.A. approval and Sanction letter** of funding agency in the following format :

Grant Received (Head wise details) (Cons & Non-Cons.)	Head wise Expenditure made along with original bills and their payment proofs	Proof of unutilized balance amount (out of advance) deposited to University A/c for adjustment	Registration fee collected (if applicable)

**\* It is to ensure that expenses are to be restricted within the granted budget only.**

4. The PI/event coordinator will draw the advance based on estimates expenditure (item wise) duly approved from the competent authority and release the payment to external experts through online banking out of drawn advance on the same day or next day.
5. Toll tax receipts in case of own car/taxi must be attached to verify the Journey. The maximum limit for the both ways (to and fro) journey will be restricted to 700km (350 km each side).

  
ਦਿਨ ਦਾ ਕਾਰੀਬ 28/06/24  
ਪੰਜਾਬ ਕੇਨ੍ਦ੍ਰੀਯ ਵਿਸ਼ਵਿਦਾਲਿਆ, ਬਠਿੰਡਾ  
Central University of Punjab, Bathinda



पंजाब केन्द्रीय विश्वविद्यालय  
Central University of Punjab

गांव घुद्दा, जिला बठिण्डा (पंजाब) / Vill: Ghudda, Dist. Bathinda (Pb.)

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6. The event coordinator/PI will collect copy of Bank Account Proof and PAN card from the external expert and ensure to deduct TDS @10% from honorarium and in case of non-availability of PAN proof, will deduct TDS @20%.
7. Booking of Tickets (as applicable) through authorized agents only i.e. from IRCTC, M/s Balmer Lawrie and Co. and M/s Ashok Travels & Tours.
8. Event coordinator/PI will get vetted the above TA/DA claim from the Finance Branch before making payment to the external experts.
9. For the issue of UC/SE, the PI/coordinator will submit duly signed and filled formats of UC/SE well in time, mandatorily in the month of April every year, for timely submission of the same to funding agency.
10. Engg. Wing will ensure the payment of shop rent, licensee fee & Electricity charges (as applicable) due from the shops vendor, ATM and KV School staff etc. Engg. Wing will charge the late payment as per T&C of the agreement and submit the details to Finance Branch by 15<sup>th</sup> of every month.
11. HOD/Officer who has been issued an Imprest, must send the **Imprest register** along with claim sent for recoupment to the Finance Branch.
12. Reconciliation of PFMS receipt and payments will be done by the concerned dealing hand of Finance branch by 15<sup>th</sup> of next month.

This issues with the approval of Competent Authority.

  
Dr. Rajkumar Sharma  
Finance Officer 28/06/24

To : All Staff Members of CU Punjab.

रिज अधिकारी / Finance Officer  
पंजाब केन्द्रीय विश्वविद्यालय, बठिण्डा  
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