



## Finance & Accounts Department

F.1/Acctt/GGSIPU/Salary/Mics/ 100

Dated: 29/09/2020

### Circular

Salary to all Teaching/non-teaching/regular or Contractual employees of the university is processed in the salary branch of Finance & Account department.

There are instances of several changes like increments, reduction in pay, allotment of General Pool accommodation etc- received from the concerned departments. Accordingly changes are made in the salary of the concerned employee.

To streamline the procedure following steps, in consultation with staff of personnel department, are proposed-

- 1) Salary bills for Contractual staff shall be processed after the receipt of attendance by the Head of Department.
- 2) Since the Administrative departments have started working regularly, all concerned are hereby requested to submit the attendance in respect of contractual employees working in their department latest by 1st of the following month so that Salary/Payment may be released in time.
- 3) Salary bills in respect of regular staff shall be finalized by 20<sup>th</sup> of the salary month, so that proper examination of the salary bills may be done and approval of the Competent Authority is obtained.
- 4) The changes received after 20<sup>th</sup> of the salary month shall be incorporated in the salary bills of next month.

(Surya Prakash)

Assistant Finance Officer

Dated:

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Copy to:-

1. PA to COF For information.
2. All Concerned (To be uploaded on the University Website).

(SUMAN KAUSHIK)

Drawing & Disbursing Officer