

**AUD
FINANCE DIVISION**

CIRCULAR

July 13, 2011

This is to inform all concerned that the faculty/staff joined in the University are required to be submitted the information relating to the following for the purpose of fulfilling the tax/salary/medical claims/LTC requirements.

- (i) Copy of the PAN card
- (ii) Bank A/c No.; Name of the Bank, Name of the Branch, IFSC Code
- (iii) Last Pay Certificate
- (iv) Declaration of Home Town
- (v) Declaration of Family
- (vi) Information regarding Pension scheme (Old/New)
- (vii) HRA Undertaking
- (viii) Whether on deputation/Regular

All faculty/staff members are requested to submit the above information by 25th July 2011 positively.


(ASHA RUNGTA)
Controller of Finance

All Deans
Registrar
Director (CECED)

Director (IT) – for uploading the Circular on the website.