



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

No:- BFUHS/Accounts/2015/.....

Date:- _____

Office Order

Subject:- Regarding policies for operation of University fee counter.

It has been observed that the cheques deposited by various colleges are returned by the bank/ not deposited in the University receipt account, due to various reasons such as insufficient balance in the bank account of the concerned college. The University has to face un-necessary correspondence relating to such un-cashed cheques.

Apart from the above, there were no specific orders regarding limit of collection of cash on the fee counter.

To overcome from the above said problems, following have been decided:-

- 01) That all the Branch Heads, Principals of the constituent colleges are hereby requested that no fee will be accepted in the shape of a cheque. The fee will be accepted in the shape of Demand Draft/ Banker Cheque/ Pay order.
- 02) That the cash may be accepted for all receipts upto Rs. 5000/- only and for the receipt beyond Rs. 5000/- the student/Visitor/ College may submit a Demand Draft/ Banker Cheque/ Pay Order to the University cashier.

This is being issued with the approval of the Vice Chancellor.

Endst. No:- 724.

Sd/-
Finance Officer

Dated:- 17 Aug 15

Copy of the above to:-

- 1) SVC for kind information of the Vice Chancellor.
- 2) Dean, College Development :- with a request that the said information may be conveyed to all the colleges affiliated with the University.
- 3) Controller of Exams :- with a request that the said information may be conveyed to all the colleges and students concerned.
- 4) Incharge, IT:- with a request that the said information may be displayed on the website of the University.
- 5) Junior Assistant (Accounts)/ DEO (Accounts) on the cashier seat:- for strict compliance.
- 6) University Receptionist :- for information to all callers/ visitors/ students.
- 7) University Notice Board.


Finance Officer

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