

Baba Farid University of Health Sciences, Faridkot

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

ACCOUNTS DEPARTMENT

No:- BFUHS/ Accounts/2019/ _____
To

Date:- 01/10/2019

The Principals/ Directors of all Constituent Colleges of the BFUHS, Faridkot

Subject:- **REGARDING MAINTAINENCE OF FEE RECORDS OF STUDENTS.**

I am directed to invite your attention, upon the matter mentioned in the subject, vide which the authorities have observed that the Student's fee records of some of the constituent colleges have not been maintained in proper manner or incomplete fee records are maintained by the College authorities. Hence, in the financial interest of the University, following have been approved :-

- A) That all the colleges are hereby advised to maintain a proper record of the tuition fee, hostel fee of their students.
- E) That a Uniform type fee registers will be maintained at all the Constituent colleges of the University, whose proforma is being with this letter. In the said register each student will be allotted a page number at the time of his/ her admission in the college. All the fee details deposited by the said student i.e. Tuition fee, Hostel Fee etc. will be entered into the said register.
- F) That concerned Principals are hereby advised to get the registers printed out of their imprests ,at their own level (Preferably on Ledger Paper of Good Quality).
- G) That the fee registers must be maintained for the students admitted in the current session, however, the entries of the students already studying in the colleges relating to the old sessions must also be made in the said fee registers within a period of Two Months and a certificate will be given in the following format "**That the entries of the fee (Both Tuition fee and Hostel fee) have been made in the Fee register of the College**". Apart from the above, a details of the students for which the tuition fee/ hostel fee has not been received will also be given along with all relevant details of the case.

This is being issued with the approval of the Ho'ble Vice Chancellor.

Endst. No:- BFUHS/ Accounts/ 2019/ 19825-26

Copy of the above to:-

- 1) SVC for kind information to the Hon'ble Vice Chancellor.
- 2) Incharge IT Cell:- to display the said information on the University website for knowledge of all concerned.

Sd/-
Finance Officer
Baba Farid University of
Health Sciences, Faridkot
Date:- 01/10/2019
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Finance Officer
Baba Farid University of
Health Sciences, Faridkot