

Baba Farid University of Health Sciences, Faridkot
(Accounts Branch)

Letter No:- BFUHS/ Accounts/ 2019/ _____

Dated:- 29.03.2019

CIRCULAR

In compliance to the orders of the Hon'ble Vicé Chancellor, the University Accounts Branch is going to adopt the e-payment system for making payments directly to the bank accounts of the concerned persons/ parties/ firms/ vendors/ dealers etc. Hence , all the Departments/ Branches concerned are requested to ensure the following:-

- 1) That the details of the concerned persons/ parties/ firms/ vendors/ dealers etc may be sent to the Accounts Branch in the following format within a period upto 10th April 2019, positively :- **(PLEASE PROVIDE SOFT COPY ALSO)**

A	Name of the Firm/ Vendor/ Party	
B	Complete address of the Firm	
C	Name of the Dealing Person	
D	Position in the Firm	
E	Contact Number	
F	E-mail id	
G	Bank Details of the Firm/ dealer (Please attach one cancelled cheque)	
	• Account Number	
	• Bank Name	
	• Branch Name	
	• IFSC Code	
H	GST number (Please attach a Copy of the GST Number)	
I	PAN Number (Please attach a copy of the PAN Number)	

- 2) That in future it must also be ensured that the bank details of the party to whom the payment is required to be made , must also be mentioned in the contingent bill.

This may be treated as Most Urgent.

Sd/-

Finance Officer

Finance Officer

Baba Farid University of Health Sciences

Copy of the above to:-

7497-7504

04/04/19

- SVC for kind information of the Hon'ble Vice Chancellor.
- PA to Registrar for kind information of the Registrar, BFUHS
- Principal, GGS Medical College and Hospital, Faridkot
- Medical Superintendent, GGS Medical Hospital, Faridkot
- Professor Incharge (Procurement/ UPFD)
- Executive Engineer, University Works Department
- ~~Incharge (IT Cell) :- with a request to display the said circular on the University website for information of all concerned.~~
- University Notice Board.
- Master File

Sd/-

Finance Officer

Baba Farid University of Health Science

Faridkot