

# ਬਾਬਾ ਫਰੀਦ ਯੂਨੀਵਰਸਿਟੀ ਆਫ਼ ਹੈਲਥ ਸਾਇੰਸਜ਼, ਫਰੀਦਕੋਟ

No:- BFUHS/ Accounts/ 2021/ \_\_\_\_\_

Date:- 18.08.2021

CIRCULAR

Subject:- Regarding PAYMENT OF BILLS.

For the proper maintenance of the books of Accounts of the University, all the Concerned Branch heads/ Heads of Departments are hereby requested to ensure the following:-

- A) That all the pending bills upto the period of 31.08.2021 may be sent to the Accounts Department upto 15.09.2021 so that the payment of the same may be made to the concerned firms in time.
- B) That the EMD's whose payment is due may also be sent to the Accounts Department, upto 15.09.2021, so that the payment of the same may be made to the concerned firms.
- C) That the staff members to whom advances/ imprests have been issued may be advised to submit their adjustment of advances/ imprests upto 15.09.2021.

This may be treated as Most Urgent/ Date Bound.

*Sd/-*

Finance Officer

Endst No:- 15774

Date:- 18.08.2021

Copy of the above to:-

- 1) SVC for kind information of the Hon'ble Vice Chancellor
- 2) PA to Registrar for kind information to the Registrar, BFUHS
- 3) Principal, Guru Gobind Singh Medical College, Faridkot
- 4) Medical Superintendent, GGSMCH, Faridkot
- 5) Incharge, UPFD
- 6) Executive Engineer, UWD
- 7) Incharge, IT Cell:- with a request that the said office note/ circular may be uploaded on the University website for information to all concerned.
- 8) Master File.

*[Signature]*  
Finance Officer  
Baba Farid University of  
Health Sciences, Faridkot