

PUNJAB TECHNICAL UNIVERSITY

DEPARTMENT OF FINANCE AND ACCOUNTS

PROCEDURE AND PERFORMA FOR PAYMENT

All payees are to be registered with accounts branch preferably for the on-line transfer of payments through NIFT/RTGS .For this purpose all payees are required to provide the following information in the prescribed Performa as under.

PERFORMA

Name of the payee _____

Status of payee _____
Proprietor/HUF/ Partnership firm/Pvt.Ltd Co./Public Ltd
co./Trust/BOI/Any other status

Permanent Account No. _____

(attach self attested Copy)

Permanent Address _____

Registered Office _____

Authorised Signatory with Name &
Attested signature (for dealing with PTU) _____

Contact No. Telephone No./Mobile No. _____

Complete and correct name of payee _____

in whose favour cheque is to be made/Amount _____

is to be transferred . _____

Name of the bank/branch/address

(Where the payment is to be credited)

(attach one cancelled cheque of

Account where amount is to be credited)

Branch IFSC Code No.

Bank Account No.(full number)

Name & Signature of the Payee

Undertaking

I _____ s/o _____ hereby undertake that the above particulars are true and correct to the best of my knowledge and belief and I understand that the amount transferred to the above said account shall be treated as receipt for the bills/claims the charged/filed to/with the University for the various supplies/services made/rendered against the supply orders/offer letters issued by the University , and if by chance any amount is wrongly transferred to this account by the University I shall bound to refund the same to the University immediately.

Date/place

Name & Signature of the payee