



GAUHATI UNIVERSITY
GOPINATH BARDOLOI NAGAR :: GUWAHATI-14 :: ASSAM :: INDIA
0361-2570415 (O), 88760-38485 (M), Fax: 0361-2700311
Website- www.gauhati.ac.in :: email - registrar@gauhati.ac.in

Ref. No.:

Date: 19.10.16

NOTIFICATION

It is notified for information to all concerned that from Nov 1, 2016, Treasurer's establishment shall not receive and process any payment request from the following, unless it is accompanied by fully filled up mandate form attached.

- (i) Zonal Officers (of zones other than those in G.U.)
- (ii) Contractors/Vendors & Suppliers to GU Press & Works Department.

Duly approved payment will be directly credited to their Bank A/c as per details in the mandate form.

This has the approval of the honorable Vice Chancellor, Gauhati University dated 18-10-2016.

Registrar
Gauhati University

Memo No. GU/FIN/CIR & Notification/4914 - 63

Date : 19.10.16

Copy forwarded for information & necessary action to :-

1. Chairman, Consultative Committee on Examination matters.
2. Controller of Examinations, G.U.
3. Treasurer (i/c), GU
4. Supdt. Engineer (i/c), G.U
5. Director (i/c), GU Press, G.U
6. Secretary to Vice-Chancellor, G.U.
7. Secretary to Registrar, G.U.
- ✓ 8. Web cell (for uploading to GU website)


18/10/16
Registrar
Gauhati University

GAUHATI UNIVERSITY : Gauhati-14

MANDATE FORM FOR DIRECT CREDIT TO PAYEE ACCOUNT

(To be submitted in full separately and individually alongwith each claim)

A. Identity details of payee:-

1. Name of the Payee:
2. Ref No & Other details (of the work for which payment request is attached):
.....
3. Mobile/Telephone No of payee:

B. Bank and other details of the payee:

1. Name of the Bank :
2. Branch Name :
3. Address of the Branch:
- Bank Account No:
4. IFSC Code No:
5. *PAN No:
6. *GRN No:(Format-WC 2)
7. *TIN No:

*(For contractors, suppliers and vendors only)

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or misleading or misrepresenting, I may be held liable for it.

Signature of the payee
with date and official seal

N.B:- Contractors, Vendors & Suppliers need to furnish Xerox copy of the front
page of Pass Book, PAN Card, and GRN Registration Certificate for official
processing.

For OFFICE use only

This is issued as annexure to GU Memo No. GU/ FIN/Cir & Notification /494-63 dated 19/10/2016.

K. Barman
Supdt. (Finance) **Superintendent**
Finance & Budget Section
Gauhati University, Gauhati-14