

GOVT. COLLEGE WOMEN UNIVERSITY
FAISALABAD (Treasurer Office)



Ref. No. GCWUF/TR/21/ 405

Dated: 17.11.2021


Respectable Teaching/Non-Teaching Officers/Chairpersons/Incharges
Government College Women University
Faisalabad

Subject: Establishment of Help Desk for Facilitation of Internal/external visitors

This is to inform with the discretion of worthy vice chancellor, a HELP DESK for facilitation of internal/external visitors of GCWUF has been established in the Treasury Branch under the supervision undersigned. The said HELP DESK will assist the visitors regarding all the financial matters including:

- 01- Guidance for preparation of documentation required for payment of billing.
- 02- Provision of proformas i.e. TA/DA, budgeting commitment, undertaking for advances, rates for T.A/D.A. etc.
- 03- Door step preparation of billing in case of salary/remuneration related arrears.
- 04- Assistance in collection of record i.e. copy of previous approvals etc.
- 05- Completion of payment process within a working day.

All sections of the Treasury Branch will provide the facility of HELP DESK from 8.30 AM to 10.00 AM.


Treasurer,
17.11.21

Copy for Information: