JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION
AND RESEARCH (JIPMER) - PUDUCHERRY 605 006
An Institute of National Importance
Under Ministry of Health & Family Welfare,
GOVERNMENT OF INDIA
Phone: 04132272380, 2272390 - Bills Section - 2296036 - Website: www.jipmer.edu

No. Bills/IT (1)/2018-2019

Dated: 30 MAY 2018

CIRCULAR

Sub: Pay Bills Section – Issuing of Form-16 – Intimation - Reg

With reference to the above subject, all the employees of JIPMER (including contract employees) are informed that Form-16 for the Financial Year 2017-2018 in respect of all employees are ready to be issued in the Pay Bills Section with effect from 8th June 2018.

Hence all the employees are instructed to approach the Dealing Clerk concerned during the following timings on all working days for collecting the Form – 16.

Monday to Friday - Morning 11.00 A.M to 12.00 Noon
Afternoon 3.00 PM to 4.00 PM
Saturday - Morning 11.00 A.M to 12.00 Noon only.

DRAWING AND DISBURSING OFFICER
आहरण और संवितरण अधिकारी
Drawing and Disbursing Officer
जिपमेर / JIPMER
पुदुच्चेरी / Puducherry-6.

To

1. All Heads of Departments - For circulation among the Staff members working under them.
2. The Principal, Nursing College.
3. The Nursing Superintendent - Kindly circulate among all the concerned Nursing Personnel's working under her.
4. All section in the Institute Office/ Medical Superintendent Office / Ancillary Units / All notice boards.

Copy to:

5. The P.S to Director/Medical Superintendent/Dean
6. The P.A. to DD (Admn)/Faculty (Admn)/F&CAO/Administrative Officer.