

Lecture Basis (Part Time) Teacher's Payment Portal

IMPORTANT NOTE:-

- In the wake of situation arising due to COVID-19 pandemic, hard copies of payment bills will not be accepted by Salary Section for time being.
- The concerned head/incharge are requested to approve the payment bills online and send PDF copies of all the payment bills for a particular month through single email at paymentbills.ptt@gndu.ac.in. Hardcopy of the bills should be maintained at Department level and be produced when ever demanded by Audit/Competent authority.
- The PDF copies of payment bills can be generated through the head/incharge login using 'View Approved Payment Bills' link available under 'Approval Application' menu option.
- Only the payment bills sent through official email ids of department/head/incharge will be accepted. **The bills sent by the concerned teacher directly to salary section will not be entertained.**

Earlier Instructions

- The teachers who have not been registered during the previous session, can register using 'Pre-Registration' Link available on the portal.
- The teachers who have been registered during the previous session, are not required to register again on the portal. Registration ID and password can be recovered using 'Recover RegistrationID/Password' option available under the 'Home' menu.
- After successful login, all the teachers are requested to select the session for which they want to register and fill/modify the registration form data, bank details, contact details and subject details using "Fill/Modify Registration Form" link available on the portal.
- After successful submission of registration form and other data, the teachers are requested to wait for the online approval of their registration by concerned Head/Incharge of the Campus/Department. The concerned Head/Incharge can login to portal using "Head/Incharge/Admin login" link available on the portal.

- Once the registration is approved by the concerned Head/Incharge, the teacher can submit the Lecture Statement and generate the payment bill for a particular month.
- After generation of payment bill, the teachers are requested to wait for the online approval of their payment bill by concerned Head/Incharge of the Campus/Department. Once the payment bill is approved, the teacher can take the printout of the bill, put his/her signature and submit the bill to the Departmental office.
- The concerned Head/Incharge will verify and forward the hard copy of payment bill to Salary Section, G.N.D.U., Amritsar for release of payment. If any correction in the bill is required upto this stage, the concerned Head/Incharge can cancel the payment bill online. Once the bill is cancelled, the teacher can modify payment bill for that month and submit fresh bill to the Departmental office.
- Once the payment bill is received by the salary section, the status of bill will be updated to “Under Process”. After payment is made to concerned teacher, the status of the bill will be changed to “Paid” by salary section of the University.