

**OFFICE OF THE FINANCE & DEVELOPMENT OFFICER
PANJAB UNIVERSITY, CHANDIGARH**

No. 226-318/FDO

Dated: 20.1.2016

The Chairperson

Panjab University,
Chandigarh.

Dear Sir/Madam,

A committee has been constituted by the Vice-Chancellor consisting the members Professor Karamjeet Singh(UBS) Chairman of the Committee, Professor Sanjay Kaushik(UBS) and Professor Ronki Ram (Pol. Sci.) to ensure that the process of compilation of information of various kinds of assets existing in the departments/centres of the University to implement the transition from Cash Basis Accounting System to Accrual based Double Entry Accounting System be completed in a time bound manner.

Your kind attention is invited to this office circular No. 5031-57/FC dated 11.09.2013(Social Sciences Departments) and 2987-3011/FDO dated 26.08.2013 (Non-Teaching Departments) followed by subsequent reminders wherein it was requested to supply the information relating to fixed assets/stocks on the already prescribed proforma. Some of the departments have not sent the information upto March 2014. Now the information is to be updated for the period **upto 31.3.2015**.

In order to compile the information, a meeting of the Chairpersons of all Social Sciences/Arts/Non-Teaching Departments is scheduled to be held on **28.01.2016, at 11:00 a.m. in the Senate Hall**, Panjab University, Chandigarh to make them conversant about the process of compilation of the proforma of physical verification of assets/stocks. (copy of proforma enclosed). Kindly go through the proforma and in case any issue with regard to filling up the proforma, please be noted and get it verified in the meeting.

In the meanwhile, all the Chairpersons are requested to get the attached proforma filled and submit to A.R. (FDO's Office) in soft as well as hard copy (in excel sheet) of the desired information should be sent/mailed (fdo@pu.ac.in) to the undersigned while e-mailing please write **"Physical verification of assets/stocks"** in the subject box.

The information should reach the undersigned by **Monday February 29, 2016**.

Yours faithfully,

Sd/-

Assistant Registrar (FDO's Office)