

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Heads of Departments/
Branches/Offices,
Panjab University, Chandigarh.

No. 1793-1992/fdo/f-8

Dated: 22/4/16

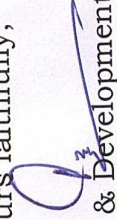
Dear Sir/Madam,

You may kindly aware that the accounts department has fixed time frame for processing of various types of cases/bills which was circulated to all the departments vide letter No.3090-3290/FDO dated 14.08.2012.

Through the above referred letter it was conveyed that in case any of the faculty member/employee feels that his/her case is not being processed within the prescribed time frame, the concerned employee may submit the full details of such case including the diary number vide which such case was received in accounts department to the office of the undersigned through intercom No. 4848. It was also informed that for each such enquiry a reference number would be given to such employee against which the feedback/status of compliance would be updated within two working days of the receipt of such enquiry (copy of aforesaid letter enclosed).

You are requested that the above instructions may be re-circulated to all the faculty members/employees for their information.

Yours faithfully,


Finance & Development Officer

Encls. As above.

- CC.
1. SVC for kind information of VC
 2. Registrar for information
 3. RAO for information & necessary action
 4. D.R. (Accounts) and all A.R. (Accounts) for compliance.
 5. Director Computer Centre with a request to circular the above through the official e-mail of the addresses as above.