

**PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.

No.1897-2097/FDO-I

Dated: 13.07.2016

Sir/Madam,

This is to inform you that the University has hired the services of Institute of Public Auditors of India (IPAI) for checking the accounts of Non-Plan for the period 2012-13 to 2014-15. The schedule of checking as intimated by the Project Director, IPAI is enclosed herewith.

You are requested to give all assistance and extend full cooperation to the team so that the assigned job can be completed successfully. The document/s or other record as and when required by the team may be made available.

Yours sincerely,


Finance & Development Officer

D.A. a.a.

Copy to:-


1. All Assistant Registrar (Accounts) for compliance.
2. Director Computer Centre with a request to circulate the above through the official e-mail of the addresses as above.
3. Shri Amrik Singh Bhatia,
Project Director (IPAI)

Detailed Audit Programme of Panjab University Departments (Non Plan Income/Expenditure)

Sr. No.	Name of Department	Dates of Audit
1.	General Administration including exams, budget, accounts and other allied activities like E&P etc.	11.7.2016 to 22.7.2016
2.	U.I.E.T.	25.7.2016 to 3.8.2016
3.	Physics and Chemistry	4.8.2016 to 8.8.2016
4.	Medical Physics and Nano-Science & Technology	9.8.2016 to 11.8.2016
5.	Geography, Geology	12.8.2016 to 17.8.2016
6.	Director of Sports	18.8.2016 to 19.8.2016
7.	Works Departments	22.8.2016 to 31.8.2016
8.	Mathematics & Statistics	1.9.2016 to 6.9.2016
9.	Bio-Technology & Psychology	7.9.2016 to 9.9.2016
10.	Library & Library Science	13.9.2016 to 16.9.2016
11.	Music & Youth Welfare	19.9.2016 to 20.9.2016
12.	Bio-Chemistry, Bio-Physics & Microbiology	21.9.2016 to 23.9.2016
13.	Law & Philosophy	26.9.2016 to 28.9.2016
14.	Sociology, Political Science & Public Administration	29.9.2016 to 4.10.2016
15.	Hindi, History & Sanskrit	5.10.2016 to 10.10.2016
16.	Punjabi & English	13.10.2016 to 14.10.2016
17.	Hostels (Boys & Girls)	18.10.2016 to 21.10.2016
18.	Dental Science	24.10.2016 to 28.10.2016
19.	P.U. Regional Centre, Ludhiana	1.11.2016 to 2.11.2016
20.	PURC, Hoshiarpur	3.11.2016 to 4.11.2016
21.	PURC, Muktsar	7.11.2016 to 8.11.2016
22.	PURC, Kauni	9.11.2016 to 11.11.2016
23.	PU Press & Publication Bureau	15.11.2016 to 18.11.2016
24.	Health Centre	21.11.2016 to 23.11.2016
25.	P.U. Guest Houses	24.11.2016 to 25.11.2016
26.	Fine Arts	28.11.2016
27.	Nuclear Medicine	29.11.2016 to 30.11.2016
28.	Environment Studies	1.12.2016 to 2.12.2016
29.	U.I.P.S.	5.12.2016 to 7.12.2016
30.	Evening Studies	8.12.2016 to 9.12.2016
31.	School of Communication Studies	12.12.2016 to 13.12.2016
32.	University Business School	14.12.2016 to 16.12.2016
33.	University Institute of Legal Studies	19.12.2016 to 20.12.2016
34.	University Institute of Applied Management Sciences for MBA Sectoral	21.12.2016 to 23.12.2016
35.	USOL	26.12.2016 to 28.12.2016
36.	University Science Instrumentation Centre	29.12.2016 to 30.12.2016
37.	Zoology & Anthropology	2.1.2017 to 3.1.2017
38.	Chemical Engineering	4.1.2017 to 5.1.2017
39.	Hotel Management	6.1.2017 to 7.1.2017
40.	Botany, UIFT & Computer Science	10.1.2017 to 11.1.2017

41.	Economics	12.1.2017
42.	Physical Education & Education	13.1.2017 to 17.1.2017
43.	Computer Science and Application	18.1.2017 to 20.1.2017
44.	Disability Comm.Edu.	23.1.2017 to 24.1.2017
45.	Computer Centre	25.1.2017 to 27.1.2017
46.	Central Instrumentation Lab.	30.1.2017 to 31.1.2017
47.	Hotel and Tourism Management	3.2.2017 to 5.2.2017
48.	Balance work of Accounts Branch	6.2.2017 to 18.2.2017
49.	Finalisation of Report.	19.2.2017 to 28.2.2017


Note: All concerned officials/officers are requested to bring all the concerned records like budget grants, expenditure registers, store and stock registers and property registers on the prescribed dates. The record may be produced in Room No. 86 Main Office, Administrative Block, 2nd Floor, P.U. Chandigarh.


(A.S.Bhatia) 11/7
Project Director(IPAI)

End. No. P.U. / ~~IPAI~~ / ^{Checkup Programme} 3

Date: 12-7-2016

Copy of the above programme is forwarded to the Finance & Development Officer with the request that the programme may kindly be circulated to the concerned departments. Kindly direct them to follow the prescribed dates so that audit work may be completed within the stipulated period smoothly.


(A.S.Bhatia) 11/7
Project Director(IPAI)