

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

No. 2106-11/FDOI

Dated 14/7/16

Your attention is invited to Rule 7.8 (2) (i) of P.U. Accounts Manual, 2012 page 57. This rule prescribes the information which is required to be mentioned by a given Department while seeking an advance for any specific event or purpose. It has been observed that no such information is being provided by the Departments while seeking the advance.

It is, therefore, requested that all the proposals/requests for an advance must contain the prescribed information as required in the aforesaid rule, without which no such proposal/application would be processed.

  
Finance & Development Officer

Copy forwarded to the following for necessary compliance :

1. Mrs. Nisha Bajaj, A.R.A. -II
2. Mrs. Raj Manchanda, A.R. (Budget)
3. Mr. Balbir Singh, A.R. (G&P)
4. Mr. Dhara Dutt, A.R. (Salary)
5. To all the Departments through their official e-mail.
6. A copy put up on the web notice board of Accounts Department ([www.accounts.pu.chd.ac.in](http://www.accounts.pu.chd.ac.in)).