

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

All the Chairpersons,
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
A.S.V.C./SO to VC
PA to Registrar/FDO/COE
D.U.I./Director RDC
All Assistant Registrars (Accounts) P.U., Chandigarh

Dated: 31/1/2017

No. 1823-2022/A

Subject: Submission of bills for payment under Non-Plan budget for the financial year 2016-17.

Sir/Madam,

This is in continuation to this office circular No. 5959-6158/A dated 15.03.2016.

While conveying the approved budget provisions for the Financial Year 2016-17, it was informed that to avoid rush of expenditure in the last month of the Financial Year, the Non-plan expenditure should not exceed 33% with further stipulation that the total expenditure in the month of March should not exceed 15% of the provisions sanctioned in the Non-Plan budget.

It is further informed that the annual statement of account is to be submitted to Government immediately after the close of the financial year. Therefore, it becomes imperative on the part of the University that all the bills pertaining to current Financial Year must be processed in time and accordingly account is closed on 31st March itself.

In view of the position explained above, you are requested to submit all the bills pertaining to the current Financial Year under Non-Plan budget on or before 10.03.2017 except electricity, telephone and other similar committed periodical payments which can be submitted as per the due date of respective bill.

No request shall be entertained for extension of date for submission of bills. Any bills received after 10.03.2017 shall be processed out of the budget of next financial year i.e., 2017-18.

Thanking you,

Yours sincerely,


Finance and Development Officer