

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.299-498/FDO/F.8

Dated: 03.02.2017

Dear Sir/Madam,

As you are aware that each head of the department (Teaching and Non-Teaching)/Centres/Institutes/Coordinator/Principal Investigator/Incharge of sponsored Research Projects/Schemes/Programmes etc., have been declared as drawing officer and accordingly entitled to draw the bills for any expenditure against the sanctioned budget provision.

In order to facilitate the verification of bills drawn by the concerned drawing officer, it has been thought expedient to maintain the record of specimen signature of each of the drawing officer.

You are, therefore, requested to send the specimen signature of the drawing officers to Deputy Registrar (Accounts) on the following format:

Name of the Department/Centre/Institute/Branch or the name of sponsored Research Project /Scheme, as the case may be.

Name of the drawing officer

Present term of the office

Specimen Signature

As and when a new teacher takes over the charge of headship of a given department/project/scheme, he/she shall also forward his/her specimen signature to the Deputy Registrar (Accounts) for information and record.

Yours sincerely,


Finance & Development Officer,