

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

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

No. 1167-1366 / FDO/F-123

Dated: 17/3/17

Subject: 'Decentralized Audit-Extension-Counters' to facilitate the teaching Departments located at various places in Sector-14 & 25 for the compliance of Audit procedure.

Dear Sir/Madam

As per practice in vogue, the concerned dealing officials of various departments have to visit the office of ACLA in the Administrative Block for showing the relevant records such as stock register etc. In order to facilitate the compliance of audit procedure and checking of records by the audit section, three Audit Extension Counters have been set up as follows:

Location of Audit Extension Counters	Departments	Timings
Computer Science Department	Chemical Engineering & Technology, Maths, A.C.Joshi Library, Botany, Emerging Areas Building block, UIIS, Youth Welfare, UIPS, Academic Staff College, BMS Block, Computer Science Block, RRC Block (All the departments located in these blocks and buildings)	From 2.00 p.m. to 5.00 p.m. daily
(UBS) Arts Block-III	All departments in Arts Block I,II, III, IV,V,VI, VII & Law Department, Gandhian Studies block, Design & Fine Arts, School of Communication Studies	From 2.00 p.m. to 5.00 p.m. twice in a week (days to be notified later on)
UIET, Sector 25 (South Campus)	All Institutes/departments /Hostels/Centers located in South PU Campus, Sec.25	From 2.00 p.m. to 5.00 p.m. daily

Rest of the departments which have not been covered in the above list shall continue to visit Audit Section at Admn. Block.

The concerned auditors would be available at the above referred Audit Extension Counters as per the schedule mentioned above.

You are requested to instruct dealing officials to visit the above centres for checking/showing the necessary records to the auditors.

This is for your information and necessary compliance.



Finance & Development Officer

Copy submitted to the following for information:

1. SVC for information of the Vice-Chancellor
2. The Registrar, PU