

**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. 2276-2476 /FDO /F-123

Dated: 12-5-17 ,

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

Dear Sir/Madam

In continuation to this office Circular No. 1167-1366/FDO/F-123 dated 17.03.2017, please find enclosed herewith the schedule of visit of auditors at the designated Decentralized Audit Extension Counters, as conveyed by the office of ACLA vide No. ACLA/2017/82 dated 10.05.2017, for further necessary action.

With regards

Yours sincerely


Finance & Development Officer

Encl: as above

Copy submitted to the following for information:

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

986/FDOI
10/5/17
11/5

From Assistant Controller (Local Audit)
Local Audit Department
Chandigarh Administration

To The Finance & Development Officer
Panjab University
Chandigarh.

Memo No. ACLA/2017/82
Dated: 10/5/2017

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

Reference: Letter No. 1167-1366/FDO/F-123 dated 17.3.2017 on the subject noted above.

The auditors (as per schedule attached) are hereby deputed at the Decentralized Audit Extension Counters set up by Panjab University at the Computer Science Department, UBS Arts Block V and UIET, Sector 25 (South Campus) for the checking of record such as Stock Registers etc. The other records such as Budget Registers, ECR's Grant Registers etc. shall be shown to audit by the Accounts Branch at Audit Section. Compliance of audit observations (if any) should also be routed by the Departments through Accounts branch only. The auditors shall visit the designated extension counters on the days and time prescribed against each w.e.f. 15th May 2017 onwards.

It is therefore requested to convey the schedule of visit of auditors at the Decentralized Audit Extension Counters to the concerned Heads of Departments/Centers so that they can further direct their staff to approach the auditors as per schedule for showing the relevant record such as Stock Registers etc.

Salon
Assistant Controller (Local Audit)
Local Audit Department
Chandigarh Administration.

Endst. No.ACLA/EA/2017/

Dated: 10.5.2017

A copy is forwarded to the following for information please:

- 1. The Vice-Chancellor, Panjab University, Chandigarh.
- 2. The Registrar, Panjab University, Chandigarh.

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Assistant Controller (Local Audit)
Local Audit Department
Chandigarh Administration.

Immediate
DR

For n.a on per ix' above
10/5/17

10/5

AR (Salary) - If some necessary circular to the concerned departments

11/5/17

Schedule of Visit of Auditors at the Decentralized Audit Extension Counters (DAEC) set up by the Panjab University w.e.f. 15.05.2017				
Sr.No.	Name of Departments and Timings with respect to DAEC located at Computer Science Department, Room No. 307 (2nd Floor)	Name of Departments and Timings with respect to DAEC located UIET, Academic Block-II, First Floor, Cabin adjoining to Stairs, Sector 25	Name of Department and Timings with respect to DAEC located Arts Block V, Room No. 103	Name of the Auditor
1	A.C.Joshi Library, UIIS, Computer Science Monday 3:30 P.M. to 4:30 P.M.	University Institute of Applied Management Sciences, Hostels located at sector 25 Monday 2 P.M. to 3:30 P.M.		Yogesh Mehndiratta
2			Dayanand Chair for Vedic Studies, English, School of Punjabi Studies i) Punjabi ii) Bhai Vir Singh Chair iii) Sheikh Baba Farid Chair Sanskrit, Center for study of Mid-West and Central Asia and Geopolitics, Physical Education Wednesday 2 P.M. to 3:00 P.M.	Bakhshish Singh
3	BMS Block (University Institute of Pharmaceutical Sciences) Monday & Friday 2 P.M. to 3:30 P.M.	Biophysics (BMS Block-II), Monday 3:30 P.M. to 4:30 P.M.		Anie Hasan
4		Biotechnology (BMS Block-I), Tuesday 2 P.M. to 3 P.M.	Evening Studies-Multidisciplinary Research Centre) Public Administration, Philosophy, Chinese and Tibetan, Law Department, Ancient Indian History, Defence & National Security Studies, Economics, School of Communication Studies, University Business School, Psychology, Open-Air Theatre (Indian Theatre), Near RRC Building (Music Department) Wednesday 3:00 P.M. to 4:30 P.M.	Gurpreet Singh
5	Academic Staff College, Tuesday 2 P.M. to 3 P.M.	University Institute of Engineering & Technology, Biochemistry Medical Physics (Block 3-4) Tuesday & Friday 3 P.M. to 4:30 P.M.		Munish Kumar
6	Botany, Tuesday 3 P.M. to 4:30 P.M.			Chetan Kumar
7	Dr. SSB University Institute of Chemical Engineering & Technology, Maths, Stem cell & Tissue Engineering), RRC Block (Community Education & Disability Studies) Wednesday 3 P.M. to 4:30 P.M.	Microbiology (BMS Block-I), Centre for Emerging Areas in Science and Technology, Public Health (BMS Block-II), Wednesday 2 P.M. to 3 P.M.	Library & Information Science, Hindi, Gandhi Bhavan (Gandhian and Peace Studies), PRC, Reserch Bulletin(Arts) Friday 2 P.M. to 3:30 P.M.	Shivali Mauraya
8	Centre for Emerging Areas in Social Sciences(Social Work, Police Administration, Human Rights & Duties) Youth Welfare, Institute of Forensic Science & Criminology, Wednesday 2 P.M. to 3 P.M.	Dr. H.S.Judge Institute of Dental Science & Hospital, Nano-science & Nanotechnology (BMS Block-II), Wednesday 3 P.M. to 4:30 P.M.		Nitish Kumar
9	National Centre for Human Genome Studies & Research, Thursday 3 P.M. to 4 P.M.	Nuclear Medicine (BMS-Block-IV), Department of Microbial Biotechnology Thursday 2 P.M. to 3 P.M.	Arts Block V: French and Francophone Studies, German, Punjabi Lexicography), Department-cum-Centre for Women's Studies & Development), Ambedkar Centre, Music Department, Education, Sociology, Fine Arts Block (Art History & Visual Arts), Bio Informatic Friday 3:30 P.M. to 4:30 P.M.	Anuradha

Note: All other Departments shall continue to show the relevant record such as Stock Registers etc. at the Audit Section as per previous practise.

Assistant Controller (Local Audit)
Local Audit Department
Chandigarh Administration