

PANJAB UNIVERSITY CHANDIGARH

To

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

No. 561-760/A

Dated : 31/5/17

Dear Sir/Madam

It has been observed that the utility bills with prescribed due dates **i.e., electricity, water, telephone etc.** are being submitted in the Cheque Writing Section (after getting it processed from the audit section) either on the due date or just a day before the due date of payment of bill. Even after preparation of cheques against such bills, the same are not being collected, by the concerned department/offices/institutes from the Cheque Writing Section for depositing the same with the concerned electricity department/MC/Post Office etc. as a result of which University may have to bear late payment charges.

It is sole responsibility of the concerned department to collect the cheque from the Cheque Writing Section and deposit the same to the concerned department i.e. Electricity/M.C./Post Office etc.

To avoid such an eventuality, all the Chairpersons/Directors and Head of the Offices are requested to direct the concerned dealing officials, that the bills of electricity/water/telephone must be submitted in the accounts branch well before the due date for further processing and must collect the cheque from the Cheque Writing Section well before the last day of payment of bill as they are aware of the due date of bill. Failing which the responsibility of late payment charges levied by the electricity department will lie upon the dealing official of the concerned department.


Assistant Registrar (Budget)

Copy submitted to the following for information please:

- i) Registrar
- ii) Finance & Development Officer
- iii) D.R. (Accounts)