

**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. 5704-5903/FDO/F-85

Dated: 19.09.2017

Dear Sir/Madam,

As per rule 27.32.1 of the Accounts Manual, Physical Verification of Stores is required to be made at least once a year. The Vice-Chancellor has approved such physical verification, in regard to Teaching Departments and Regional Centres, to be conducted by the Technical Committees of the respective departments/Regional Centres. The Vice-Chancellor has also directed that the physical verification report be submitted to the Accounts Department by 10.10.2017.

You are, therefore, requested to carry out the physical verification in terms of rules 27.32.1 and 27.32.2 of P.U. Accounts Manual and the report may be sent by 10.10.2017 positively.

Yours sincerely,


Finance & Development Officer

Copy to :

1. Director Computer Centre with a request to circulate the above through the official email of the addressees as above.