

PANJAB UNIVERSITY, CHANDIGARH
O/o FINANCE AND DEVELOPMENT OFFICER

All the Chairpersons,
Coordinators of All Centers/
Heads of the Departments/ Branches
Directors of Regional Centers,
A.S.V.C./ SO to VC
PA to Registrar/ FDO/ COE
DUI/ Director RPC
All Assistant Registrars (Accounts) P.U., Chandigarh

No. 7939-8130/FDO

Dated: 13-12-17.

Sub: **Submission of bills for payment out of the budget for the financial year 2017-2018**

Sir/ Madam,

This is in continuation to this office circular No. 3792-3991/ A dated 8.3.2017.

While conveying the approved budget provisions for the Financial year 2017-2018, it was informed that in order to maintain the balanced pace of expenditure and to avoid rush of expenditure in the last month of the financial year, the expenditure in the last quarter should not exceed 33% of the total approved budget provision of the year.

It is further informed that the annual statement of account is to be submitted to Government immediately after the close of financial year. Therefore, it becomes imperative on the part of University that all the bills pertaining to current Financial Year must be processed in time and accordingly accounts are closed on the last working day of the financial year.

In view of the position explained above, you are requested to submit all the bills pertaining to the current Financial year on or before **10.3.2018** except electricity, telephone and other similar committed periodical payments which can be submitted as per due date of respective bill.

No request shall be entertained for extension of date for submission of bills. Any bills received after **10.3.2018** shall be processed out of the budget of next financial year i.e. 2018-2019.

Thanking You,

Yours sincerely,


Finance and Development Officer