

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.3897-4096/FDO-I

Dated: 14.12.2017

Dear Sir/Madam,

Whereas, rule 17.3 of P.U. Accounts Manual allows to open a separate bank account for certain academic activities or for other specific purpose for a temporary period.

Whereas, while conveying the approval for opening of such bank account for a temporary purpose, it has always been clearly stated that the concerned HOD/Coordinator/Principal Investigator, as the case may be, must submit a closure report of such bank account after the conclusion of the concerned event/purpose for which such account was opened.

Whereas, this office is not being informed of closure of such accounts and, therefore, in order to ensure the compliance of aforesaid instructions, it has been decided that all the applicants for seeking approval for opening of a bank account for a temporary purposes must append a statement with such application containing the following information duly verified by the concerned head of the department:

- 1) Whether the HOD has obtained any approval in the past for opening of a separate bank account for some temporary purpose (Yes or No).

If yes, the following details shall be provided:-

| Bank Account No. | Date of approval. | Purpose for which the bank account was allowed to be opened. | Date on which the event/purpose for which such bank account was opened has got concluded/to be concluded. | If the account is in operation despite conclusion of concerned event/purpose, the reason for the same be mentioned, alongwith the date by which such account shall be closed. |
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- 2) Whether any faculty member of the department, in the capacity as Principal Investigator of a research project or as Coordinator of any scheme or any event, has obtained approval for opening of a separate bank account for a temporary purpose (Yes or No.).

If yes, the following details may be provided:-

| Bank Account No. | Date of approval. | Purpose for which the bank account was allowed to be opened. | Date on which the event/purpose for which such bank account was opened has got concluded/to be concluded. | If the account is in operation despite conclusion of concerned event/purpose, the reason for the same be mentioned, alongwith the date by which such account shall be closed. |
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Yours sincerely,


Finance & Development Officer