

**PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER**

No. 768-967/FDO
Dated: 15-2-18

Most Urgent

This is to inform you that a meeting of the Board of Finance has been scheduled for 1st of March, 2018. In this meeting, the status of utilization of various budget provisions sanctioned for this financial year i.e., 2017-18 will be reviewed.

You are requested to please inform this office as to whether there is any possibility of savings in expenditure out of the "Non Salary" budget heads (Revenue Account only) sanctioned to your department for this financial year.

The information in this regard must reach this office latest by 4.00 p.m., 19th February, 2018. In case of non receipt of any information from your office, it shall be presumed that your department shall exhaust the entire "Non Salary" budget provisions (Revenue Account only) sanctioned to your department.


Finance & Development Officer

Issued to:

All the Chairpersons/Directors/Heads
of teaching departments/Centres/Institutes/Regional Centres/DSW/Wardens