

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. 1421-1680/FDO

Dated: 7/3/18

Subject: Closure of Imprest Account.

Dear Sir/Madam,

You are requested to refer to this office circular No.179/FDO dated 24.01.2017 and 1382-1581/FDO dated 20.03.2017, wherein detailed procedure regarding closure of imprest account by each department/branch has been prescribed.

You are requested to ensure the closure of the imprest as per the aforesaid instructions, before the close of this financial year. In case of non-compliance of the above instructions, this office shall not be able to process the bills out of imprest for the subsequent financial year i.e. 2018-19.


Finance & Development Officer

- CC. 1. SVC for kind information of VC
2. Registrar for information
3. RAO for information & necessary action
4. D.R. (Accounts) and all A.R. (Accounts) for compliance.
5. Director Computer Centre with a request to circular the above through the official e.mail of the addresses as above.