

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

No. 879-1078/FDOI

Dated: 27/3/18

Your kind attention is invited to Rule 17.3 of P.U. Accounts Manual, which prescribes the nature of accounts to be operated by the concerned department/institute/centre and other guidelines to be observed regarding the manner of accounting and auditing thereof. It has been observed that the provisions prescribed in the aforesaid rule are not being followed by many departments in its true sense. The following types of non-compliances have been noticed in the past:

1. The departments are not submitting the closure report of the bank accounts which were allowed to be opened by the Registrar for some temporary purpose, such as conduct of seminar/workshop/conference, import of equipments out of sponsored research projects/schemes, etc.
2. The yearend audited financial statement of students/departmental society funds, being maintained at the department level, are not being submitted to the office of the Registrar as required under Rule 17.3 (iv) (e).
3. The unspent balance/surplus with respect to conduct of seminar/conference/workshop etc. are not being deposited in the University account.

In the above context, you are requested to submit the following information:

- i) A list of all active bank accounts (other than the bank account(s) used for the operation of Department imprest and the students/society fund) which were allowed to be opened by the Registrar for some temporary purpose (such as conduct of seminar/workshop/conference, import of equipments or operation of imprest out of

sponsored research projects/schemes etc.) be supplied in the following format:

Sr. No.	Bank A/c No.	Authorized signatories	Closing balance as on 31.03.18	Purpose for which it was opened	Date on which the purpose (for which it was opened) is expected to be concluded	Date on which the closure report of the Account shall be submitted to this office
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The above information may be submitted by 10<sup>th</sup> April, 2018, duly certified by the Head of the concerned Department/Centre/Institution, irrespective of the fact that such accounts are being operated by faculty members of the concerned department in the capacity of Principal Investigator (PI) or Coordinator of sponsored projects/scheme or the Seminar/Conference, as the case may be.

- ii) The audited financial statement for the Financial Year 2017-18 of students/society funds, being maintained at departmental level, may be submitted on or before 31.05.2018.
- iii) The unspent balance/surplus with respect to conduct of any seminar/conference etc., be deposited in the **University Account No. 10444978333 Code M0310** with due intimation to this office by 10<sup>th</sup> April, 2018.

  
Finance & Development Officer

Issued to:

All Chairpersons of Departments/Centres/Institutions

Copy submitted to the following for information:

1. The Vice-Chancellor, PU
2. The Registrar, PU