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**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

No. 1858-61 / FDOI

Dated : 24-7-17

Your attention is invited to Rule 7.3 of P.U. Accounts Manual which allows the concerned teaching or other departments of the University to open a bank account for any temporary purpose (e.g., to operate Letter of Credit relating to import of equipment against a sponsored research projects/schemes, to carry out transactions for a specific academic event i.e., Seminar, Conference, admission counseling, etc.)

With a view to streamline the processing of all such requests for opening a bank account for a temporary purpose and also to maintain proper record thereof, the following officers are hereby assigned the duty to receive, process, issue of sanction letter as well as maintenance of record of each such request depending upon the purpose of opening of bank account as below:

1. A.R. (G&P) If a bank account is to be opened in relation to any sponsored research project/scheme/programme etc.
2. A.R.A.-II In case the bank account is to be opened to receive any kind of fee from the students, receipt of donations/contributions, etc.
3. A.R.(Budget) In case bank account is to be opened to carry out transaction for any specific academic event or other purposes not covered in the above two categories.

The concerned Asstt. Registrar as per the assigned duty indicated above shall process the application/s for seeking approval of the Registrar. Thereafter, the concerned Asstt. Registrar shall issue a proper sanction letter conveying the approval of the Registrar for opening of bank account strictly in a format as attached herewith (Annexure-I). The concerned Asstt. Registrar shall cause to maintain proper record for each such application, approval and closure of the bank account after the conclusion of the concerned event/purpose.

  
Finance & Development Officer

D.R.(Accounts) *By hand Jasti, Sri*  
A.R.(G&P) *By 6/17*  
A.R.A.-II *hidy 24/7/17*  
A.R.(Budget) *SB 24/7/17*

**PANJAB UNIVERSITY, CHANDIGARH**

**Account Opening Application Form**

**For operation of Department Imprest, Utilization of Research Grant/Advances and for other temporary purposes such as to carry out transactions of Seminars/Conferences etc.**

**[Not for student societies/Department Association]**

No. \_\_\_\_\_

Dated: \_\_\_\_\_

The Manager,

\_\_\_\_\_  
Panjab University,  
Chandigarh

Sir,

The competent authority has allowed to open a \_\_\_\_\_  
Account in the name of \_\_\_\_\_ for \_\_\_\_\_.  
This account may be mapped with the CIF of Panjab University and also with the  
official PAN i.e. AAAJP0325R. The signature of the proposed Account  
Holder/Operator i.e., Mr./Ms. \_\_\_\_\_ is attested  
here below:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attested by

(Vikram Nayyar)  
Finance & Development Officer

You are requested to open the account as above.

Yours sincerely,

Assistant Registrar

Copy to:

\_\_\_\_\_ with instructions that only  
transactions relating to the purpose as stated above shall be carried out through  
this bank account and after conclusion of the concerned event, a closure report of  
the account shall be submitted to this office.

Assistant Registrar



**PANJAB UNIVERSITY, CHANDIGARH**

**Statement to be appended with proposal for seeking approval** for opening of Bank Account for operation of Department Imprest, Utilization of Research Grant/Advances or for other temporary purposes such as to carry out transactions of Seminars/Conferences etc.

No. \_\_\_\_\_

Dated: \_\_\_\_\_

- 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.

- 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.

Signature of Faculty Member

Signature of Heads/Chairperson of the Department