

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

No. 3238-3437/FDO

Dated: 16-5-18

**REMINDER-II**

This is in continuation to this office circular No. 879-1078/FDO-I dated 27.03.2018 followed by a reminder dated 24.04.2018. Through the above referred letters you were requested to provide certain information as well as to take certain action as reproduced here below:

1. A list of all active bank accounts (other than the bank account(s) being used for the operation of Department imprest and the students/society funds which were allowed to be opened by the Registrar for some temporary purpose (such as conduct of seminar/workshop/conference, import of equipment 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 31.03.2018 | 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 |
|---------|---------------|------------------------|----------------------------------|---------------------------------|---|---|
|         |               |                        |                                  |                                 |   |   |

The above information is to be submitted by the concerned Head of the 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.

2. The audited financial statement for the financial year 2017-18 of students/society funds, being maintained at departmental level.
3. The unspent balance/surplus with respect to conduct of any seminar/conference etc., is to be deposited in the University Account No. 10444978333 Code M0310 with due intimation to this office.

**You are, therefore, once again requested to provide the above information at the earliest. It may be noted that the information on each point may be provided separately and in case on any of the above three points, the information is nil, the same may be stated categorically against the respective point accordingly.**

  
Finance & Development officer

Issued to:

All Chairperson of Departments/Centres/Institutions

Copy submitted to the following for information:

1. The Vice-Chancellor, Panjab University
2. The Registrar, Panjab University