

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

To

All the Chairpersons/  
Coordinators of All Centres/  
Heads of the Departments/Branches  
Directors of Regional Centres/ACLA  
Panjab University, Chandigarh.

No. 3774-3773 / FDO / F-143

Dated: 20-6-18

Dear Sir/Madam

It has been brought to the notice of the undersigned by the ACLA that the departments are making purchases from the vendors who are not registered under GST Act. It has also been informed that the vendors do not mention GST No. of Panjab University on the bills submitted by them for supply of goods and services to the University.

Due to non-compliance of the above provisions, the University may face adverse consequences under the GST Act.

It is, therefore, advised that:

- i) All the departments must ensure to procure goods and services from only those vendors who are registered under the GST Act to avoid levy of GST under reverse charge mechanism.
- ii) In all the bills issued by the vendors for supply of goods and services to University, the GST No. **04AAAJP0325R2Z0** of the University must be mentioned.

In case of non-compliance of the above provisions, the payment of such bills shall not be processed.

You are requested to ensure meticulous compliance of the above instructions.

With regards

Yours sincerely

Finance & Development Officer

Copy to the following for information/necessary action:

1. Vice-Chancellor, P.U., for information.
2. Registrar, PU, for information.
3. Assistant Controller (Local Audit) for information and necessary action.
4. Deputy Registrar (Accounts) for information and necessary action.
5. All Assistant Registrars (Accounts) for information and necessary action.