

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

From: The Finance & Development Officer, Panjab University Chandigarh	To 1. The Director of all the Regional Centres of P.U., Chd. 2. The Principal of all the Constituent Colleges of P.U., Chd. 3. The Director, UILS, PU, Chandigarh 4. The Chairperson, Deptt. of Laws, PU
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No. 4172-4188/FOO

Dated: 12/7/18

Dear Sir/Madam

It has been brought to the notice of the undersigned by the ACLA that the expenditure on miscellaneous items like repair, office expenses etc. are being incurred out of the bank account of refundable Securities of the students. It has also been observed that the amount of lapsed securities is not being transferred to University Main Account (after getting the same audited) on yearly basis. Such practices are not in conformity with the University Rules.

In order to ensure due compliance of rules, you are requested to follow the procedure as detailed here below:

1. That no expenditure be made out of the account meant for refundable securities of the students:
2. Whenever a security becomes due for refund, the concerned HOD shall refund that security against a proper receipt through an *Account Payee Cheque* or by way of *Direct Credit* to the beneficiary's bank account.
3. At the end of each financial year, the concerned HOD shall prepare a statement as follows:

• Opening balance of Security Account (Bank balance plus amount of FDRs)	-	xxx
• Add New Securities received during the year	-	xxx
• Less Refund of securities made during the year	-	xxx
• Add interest earned on security account during the year	-	xxx
• Less Bank Charges, if any	-	xxx
Closing balance	-	xxx

Note:-

The above closing balance should be reconciled with the closing balance as shown in the bank pass book/statement of account of Security Account and a certificate of such reconciliation shall be recorded on the cash book of security account.

4. Then the concerned HOD shall prepare a list of students whose security is still payable (i.e., the securities which are not lapsed as yet) as on the last date of a given financial year and accordingly, calculate the total amount of refundable securities.
5. Thereafter, the concerned HOD shall calculate the amount of lapsed securities as follow;

i)	Closing balance of a given financial year (as per point No. 3)	xxx
ii)	Less amount of securities yet to be refunded (i.e., the securities which are not lapsed at the end of the F.Y., as per point No. 4)	xxx
iii)	Remaining Amount to be deposited in University's A/c (being lapsed securities)	xxx

6. The amount of lapsed security as well as interest on the securities shall be credited to University's Account No.10444978333 under code M0100 (at SBI Extension Counter/Post Office, Sector-14, Chandigarh only), within 30 days from the close of each financial year.
7. Before transfer of amount as above, the concerned HOD shall get the security account audited from the office of ACLA.
8. The concerned Assistant Registrar of Income Section shall ensure that the due amount of lapsed securities as well as interest is transferred to University's account by each HOD within 30 days from the close of each financial year.


Finance & Development Officer

Endst. to:

- 12/7/18*
1. The ACLA, Chandigarh Administration in reference to Memo No. ACLA/EA/2018/1071/A, Chandigarh dated 23.03.2018 for information and necessary action.
 2. A.R-II for necessary action.
 3. Incharge, Double Entry Accounting Cell for necessary action.
 4. Deputy Registrar (Accounts) for necessary action. - *By Hand. T...*