

PANJAB UNIVERSITY, CHANDIGARH

From

The Registrar  
Panjab University  
Chandigarh-160 014.

To

1. All Heads of Departments/Branches/ Institutes/  
Offices/Regional Centres, Panjab University
2. A.C.L.A./R.S.A.
3. All Superintendents of Accounts and Establishment  
Branches
4. Incharge, Data Entry Unit

No.A/ 13245-13444/A

Dated : 17/12/18

REMINDER

Dear Sir/Madam,

Please refer to this office circular No.12447-12646/A dated 30.11.2018 that the old record relating to all the vouchers in support of various expenditure including advance(s) payments is to be preserved for the last 8 years in terms of Rules at page 680 of P.U. Cal. Vol. III 2016. All the records prior to year 31.03.2009 which is occupying valuable space, have to be disposed off as waste paper. All the Chairperson/Heads of the University Departments/Offices/Institutes are requested to intimate within 15 days from the date of issue of this letter if any, vouchers prior to 31.03.2009 is/are to be preserved for adjustment of advances/Court Case/Audit Para /pending enquiries or any other purpose so that further necessary action in the matter for disposal of the old record may be taken well in time to make space for latest record. In case this office does not receive any response within 15 days i.e. 02.01.2019 then it will be presumed that no voucher is required to be preserved.

An early reply in the matter will be highly appreciated.

Yours faithfully,

*S. Khandel*  
Assistant Registrar (Accounts)

17/12/18