

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

No. 154-353/FDDI  
Date 15/2/19

To

All the Chairperson,  
Coordinators of All Centres/Heads of the Deptts./Branches  
Directors of Regional Centres, DUI/Director RPC/A.C.L.A.  
S.V.C./SO to VC/D.R. (Accounts)/All A.R.(Accounts),  
Panjab University, Chandigarh

**Subject: Submission of bills for payment out of the budget for the financial year 2018-2019.**

Dear Sir/Madam,

This is in continuation to this office letter No. 9973-10172/A dated 10.01.2018 & 8031-8230/A dated 10.09.2018 vide which the budget provisions relating to your department were conveyed.

This is to inform you that the annual statement of account is to be submitted to Government immediately after the close of financial year. Therefore, it becomes imperative on the part of University that all the bills pertaining to current financial year must be processed in time and accordingly accounts are closed on the last working day of the financial year.

In view of the position explained above, you are requested to submit all the bills pertaining to the current financial year on or before **11.03.2019** except electricity, telephone and other similar committed periodical payments which can be submitted as per due date of respective bill.

No request shall be entertained for extension of date for submission of bills. Any bills received after **11.03.2019** shall be processed out of the budget of next financial year 2019-20.

Yours sincerely,

  
**Finance & Development Officer**