

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

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

No. 832-1031/FDO

Dated: 26-2-19

Dear Sir/Madam

As we are approaching towards the end of the current financial year i.e. 2018-19, we all are concerned to ensure the full utilization of the sanctioned budget provision especially out of sponsored projects as well as from the earmarked funds, such as Development Fund, Amalgamated Fund, etc.

In case your department is facing any kind of difficulty especially regarding processing of case/file through the respective section of Accounts Department, you are requested to inform the undersigned about such cases through email: fdo@pu.ac.in by 27.02.2019, 11.00 a.m. in the following format **(No request/e-mail received after this date/time shall be entertained):**

Budget Head/Project Code	Title of the File	Amount	Name of Dealing Official
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An interface meeting with the respective departments shall be planned after receipt of the above information.

It may also be brought into the notice of all faculty members.


Finance & Development Officer