

Stock entry check

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

No. 1710-1910/FDO

Dated 20.05.2014

To

All the Chairpersons/
Coordinators /Directors/
Heads of the Departments
Panjab University, Chandigarh.

Dear Sir/Madam,

In the meeting held on 7th May, 2014 at 3.00 a.m. in the Office of Finance & Development Officer, decided that to avoid the unnecessary delay in processing the contingent bills, adjustment of advances and purchase bills, the department shall get the stock entry checked from Audit Section before submitting the bill to the Accounts Branch.

This is for information and necessary action please.

Yours faithfully,


Assistant Registrar (FDO Office)

PANJAB UNIVERSITY, CHANDIGARH

Minutes of the meeting held on 7th May 2014 at 11.30 a.m. in the Office of Finance & Development Officer to resolve the issue regarding arrangement of receipt of dak exchanged between the Accounts Branch and Audit Section.

Present:

1. Finance & Development Officer
2. Resident Audit Officer
3. Assistant Registrar(Budget)
4. Assistant Registrar(A/cs I)
5. Assistant Registrar(A/cs III)
6. Assistant Registrar(A/cs V)

Assistant Registrar(Fee Checking) could not attend the meeting.

Initiating the discussion, FDO stated that many instances have been noticed where the vouchers/cases/bills have been misplaced in transit between the office of RAO and Accounts Branch. It has already been incorporated in the rule 1.14 and 1.15 of the P.U. Accounts Manual that every bill, adjustment voucher etc shall be received in the audit section against a receipt and similarly the audit section will also return the same to accounts branch against a receipt. Occurrence of such instances of misplacement of vouchers/bills etc indicates that the prescribed procedure of movement of documents is not been followed. To streamline the process of dak, between Accounts Branch and Audit Section, the following decisions have been taken:

- 1) A separate register named as Audit Dak Register shall be maintained for each set wherein all the bills/cases shall be entered before submitting it to the Audit.
- 2) These registers will be issued by the Office of the FDO to each set which will be part of main record of Accounts Branch. No case/bill shall be submitted by the Dealing Official to the Audit Section without first entering it into the register. The Audit Section will acknowledge the receipt of the dak in this register. Similarly, Audit will also return the dak through the same register which shall be acknowledged by the concerned dealing official.
3. The Audit Dak Register will be properly handed over and taken over by the concerned official on relieving/joining in Accounts Branch.


Besides above, the issue of system of checking of stock entry by audit was also discussed. To avoid the unnecessary delay in processing the contingent bills, adjustment of advances and purchase bills, it was decided that the department shall get the stock entry checked from Audit Section before submitting the bill to the Accounts Branch. A circular in this regard be issued to the Departments.


Assistant Registrar (FDO Office)

Confirmed


Finance & Development Officer

Approved


Registrar


16/15