

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

No. 3587-3789 FDO

Dated: 14-6-19

As you are aware that the Fee Checking Section of Accounts Department verifies and reconcile the fee deposited by the students of various departments in order to ensure due recovery of fee. In this process, the cases of fee defaults are being intimated to various departments for making necessary recovery under intimation to the Fee Checking Section.

It has been brought to the notice of the undersigned that despite due intimation of fee default cases to concerned departments, the students have been given their final DMCs and degrees without seeking clearance from the Fee Checking (Student) Section. Such kind of instances cause loss of revenue to the University.

Therefore, in order to avoid any such instance, all the Chairpersons/Coordinators of Centres/HoD/Directors of Regional Centres/Institutions are requested to seek the fee clearance report from the Fee Checking (Students' )Section of Accounts Department. The contact details of concerned dealing official/Officers are given herebelow:

Sr. No.	Name	Designation	Intercom No.
1.	Mr. Rajinder Dua	Supdt.	0172-2534849
2.	Sh. Mohanbir Singh	Asstt. Registrar	0172-2534844

  
Finance & Development Officer

Circulate to:

1. All the Chairpersons/Coordinators of Centres/HoD/Directors of Regional Centres/Institutions
2. D.R.A.
3. A.R.A.-II for necessary compliance