

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/Coordinators of All Centres/
Heads of the Departments/Directors of Regional Centres/Principle
Investigators/ACLA/DSW/All Wardens of PU
hostels/DUI/Registrar/D.R.(A/cs)/All Asstt. Registrars
(Accounts)/C.O.E. /A.R. (R&S)
Panjab University, Chandigarh

No. 3790-3990 / FDO

Dated 14-6-19

Subject: Monthly Return/Report with respect to purchases through GeM portal.

This is to inform you that with a view to monitor the implementation of GeM portal, the U.T. Administration Chandigarh has notified a format for submission of monthly return/report (copy enclosed).

You are, therefore, requested to furnish the said information in the prescribed excel sheet (in soft form) through e-mail: directcell@pu.ac.in on 2nd working day of each month for onward submission to U.T. Administration Chandigarh.

Please ensure the timely compliance.


Finance & Development Officer

CC: SVC for kind information of Vice-Chancellor.

Name of the Department	MATERIAL & SUPPLY			MACHINERY & EQUIPMENT			MOTOR VEHICLE			WAGES			OFFICE CHARGES			Remarks
	Total ExpN.	Purchased through GeM	Purchase other than GeM	Remarks	Total ExpN.	Purchased through GeM	Purchase other than GeM	Remarks	Total ExpN.	Purchased through GeM	Purchase other than GeM	Remarks	Total ExpN.	Purchased through GeM	Purchase other than GeM	

Director/HOD/Coordinator