

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/ACLA/
DSW/All Wardens of PU hostels/DUI/Registrar/D.R.(A/cs)/All Asstt.
Registrars (Accounts)/C.O.E.

Panjab University, Chandigarh

No. 4733-4933 | FDO | F-133

Dated 2-8-19

Dear Sir/Madam

This is in continuation to this office Circular No. 4871-5070/FDO dated 11.9.2018 whereby intimation regarding creation of GeM Ids for each HoD was conveyed.

It may be relevant to mention that all such GeM Ids have been created for the offices of the HoDs. Therefore, in the aforesaid circular it was specifically conveyed that as and when there is any change in the position of headship, either on completion of the term of concerned HoD or on retirement as the case may be, the detail of new incumbent in the position of HoD has to be updated on the GeM Portal i.e., Name and Mobile number of the new HoD.

You are requested to ensure the due compliance of above instructions meticulously.


Finance & Development Officer

Endst. No. 4934-40 | FDO | F-133

Dated: 2-8-19

Copy to the following for information/necessary action:

1. SVC for kind information of the Vice-Chancellor
2. The Registrar, P.U. Chandigarh for information
3. D.R. (Accounts) for information and necessary action.
4. All Asstt. Registrars of Accounts Department for information and necessary action.