

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

To

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

No. 1546-1745/FDOI

Dated: 2/8/19

Dear Sir/Madam

This is in continuation to this office letter No. 5059-5258/FDO dated 18.8.2017.

It has been observed that the departments/offices are not updating the Leave Account of concerned teachers/employees on annual basis. Usually, the Leave Account is being updated only at a time when the concerned teacher or an employee applies/avails the leave. Whereas, the leave accounts of the teachers/employees are to be updated on annual basis.

You are, therefore, requested to ensure the compliance of instructions regarding annual updation of leave accounts of teachers/employees irrespective of the fact that the concerned teacher/employee has availed leave or not.

With regards

Yours sincerely

Per Manchari
Deputy Registrar (Accounts) 2/8/19

Copy to the following for information/necessary action:

1. SVC for kind information of the Vice-Chancellor.
2. Registrar for information.
3. Assistant Controller (Local Audit) for information and necessary action with respect to Para 23 (2016-17).
4. All Assistant Registrars (Accounts) for information and necessary action.