

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF FINANCE & DEVELOPMENT OFFICER**

No. 4099-4101/FDO

Dated: 7/10/16

Subject: Checking of T.A bill by the T.A Section of Accounts Branch, Panjab University.

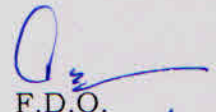
This is in reference to your letter no. 717 dated 03.10.2016.

The matter regarding checking of T.A Bills was discussed during the meeting held on 05.10.2016 in the office of Sh. Jatinder Yadav (IAS), Special Secretary, Finance, U.T., Chandigarh in the presence of Hon'ble Vice Chancellor, Registrar, F.D.O, Sh. Satish Bindal, Examiner, Local Fund Chandigarh and Assistant Controller Local Audit, P.U. Chandigarh.

After due deliberations, it was agreed that the Audit shall not refer each and every T.A. Bill to the "T.A. Section" for checking as already communicated vide office order No.2439-56/F.D.O dated 22.08.2016.

It was further decided that T.A bills relating to International travel and time barred claim shall be referred by the concerned section of the accounts branch to the "T.A. Section" at the first instance and then it will be processed by the Audit for pre-audit, pass and payment.

You are therefore, requested to process all the T.A. bills as per the above decision.

  
F.D.O.  
o/c

Assistant Controller (Local Audit)

Copy to:

1. The Registrar, Panjab University, Chandigarh for kind information.
2. S.V.C to Vice-Chancellor, Panjab University, Chandigarh for kind information of the Vice-Chancellor.

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF FINANCE & DEVELOPMENT OFFICER**

No. 2911-30/FDO-I

Dated: 7/10/16.

**OFFICE ORDER**

This is in continuation to earlier office order no. 2439-56/FDO-I dated 22.08.2016 regarding processing of T.A. Bills.

The matter was reviewed in view of some observations of the audit as conveyed vide his letters dated 02.09.2016 and 03.10.2016, in a meeting held on 05.10.2016 in the office of Sh. Jatinder Yadav, IAS Special Secretary, Finance, U.T. Chandigarh in the presence of Hon'ble Vice Chancellor, Registrar, F.D.O, Sh. Satish Bindal, Examiner, Local Fund Chandigarh and Assistant Controller Local Audit, P.U. Chandigarh.

After due deliberations, it was agreed that the Audit shall not refer each and every T.A. Bill to the "T.A. Section" for checking as already communicated vide office order No.2439-56/F.D.O dated 22.08.2016.

It was further decided that T.A bills relating to International travel and time barred claim shall be referred by the concerned section of the accounts branch to the "T.A. Section" at the first instance and then it will be processed by the Audit for pre-audit, pass and payment.

Meticulous compliance of above instructions be ensured by all concerned.

  
Finance & Development Officer

Issued to:

1. Assistant Controller (Local Audit)
2. Mrs. Usha Rani, D.R. (Accounts)
3. Ms.Raj Manchanda, A.R. (Budget)
4. Sh.Dhara Dutt, A.R. (Salary)
5. A.R. (G&P)
6. Ms.Nisha, A.R.A-II
7. O.S.A.I (Mr. Sandeep Puri)
8. O.S.-II (Mr.Umesh Johar)
9. O.S.-III (Ms.Meenakshi)
- 10.O.S.-IV (Mr.Shashi Sharma)
- 11.O.S.V (Ms.Prem Lata Joshi)
- 12.O.S. (Budget)
- 13.O.S. (E&P) Mrs. Yogesh
- 14.O.S. (P.F.) Mr.Anil Kumar Sharma
- 15.O.S. (G & P) Mr.Sanjeev Kumar
- 16.O.S. (G&P) Mr.Chaman Lal
- 17.O.S. (Pension) Mr.H.Hardy
- 18.O.S.(Fee Checking), Ms.Gunita Sharma
- 19.O.S.(Fee Checking) Mr.Mohanbir Singh
20. O.S.(Cheque Writing Section) Mrs. Sunita Rani



**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF FINANCE & DEVELOPMENT OFFICER**

**OFFICE ORDER**

Whereas, the note 1 attached below Rule 1.16 of Panjab University Accounts Manual provides that the 'T.A. Section' shall check the TA bills of other branches/sections/departments (if required by the audit) within two working days and return back the same to the concerned branch/section/department.

Whereas, the 'TA Section' deals with specific kinds of TA payments only such as payment to members of Syndicate, Senate, Board of Studies, Conduct of Examinations, Leave Travel Concession and Spot Payment for various committees etc. The other TA bills are dealt with by various other sections of the Accounts Department, depending upon the budget head out of which the payment of TA bill is to be made. Hence, 'TA Section' is not supposed to check the TA bills relating to other sections.

AND, whereas, the Audit Branch has been referring each and every TA bill to 'TA Section' for checking/verification as a matter of course. As a result of this, the 'TA Section' gets clogged with numerous TA bills relating to all the departments/branches of the University which ultimately lead to delay in payment of such TA bills and causes undue hardship to the concerned employees.

Now, therefore, the matter was reviewed and after due consideration, the Vice-Chancellor has passed an order that the audit shall not refer each and every TA bill to the 'TA Section'. All such bills should be verified by the concerned officials of the accounts department and thereafter shall be processed by the audit section for pre audit without routing through the 'TA Section'. However, in **exceptional cases**, where the audit department requires specific comments of TA Section on a specific point, then only the TA bill shall be referred to 'TA Section' by the audit that too after recording such specific points, on which comments are required.

All concerned are requested to ensure the compliance of above instructions.

Finance & Development Officer

Issued to:

1. Assistant Controller (Local Audit) — *22/8/16*
2. Ms. Raj Manchanda, A.R.(Budget) — *22/8/16*
3. Sh. Dhara Dutt, A.R.(Salary) — *22/8/16*
4. Sh. Balbir Singh, A.R.(G & P) — *22/8/16*
5. Ms. Nisha, A.R.(Fee Checking) — *22.08.16*
6. O.S.-I (Ms. Sunita) — *22/8/16*
7. O.S.-II (Mr. Umesh Johar) — *22/8/16*
8. O.S.-III (Ms. Meenakshi) — *22.8.16*
9. O.S.IV (Mr. Shashi Sharma) — *22/8/16*
10. O.S.V (Ms. Prem Lata Joshi) — *22/8/16*
11. O.S.(Budget) Mr. Mohinder Singh — *22/8/16*
12. O.S.(E & P), — *22.8.16*
13. O.S.(P.F.) Mr. Anil Kumar Sharma — *22/8/16*
14. O.S.(G & P) Mr. Sanjeev Kumar — *22/8/16*
15. O.S.(G & P) Mr. Chaman Lal — *22/8/16*
16. O.S.(Pension) Mr. H. Hardy — *22/8/16*
17. O.S.(Fee Checking), Ms. Gunita Sharma — *22/8/16*
18. O.S. (Fee-Checking) Mr. Mohanbir Singh — *22/8/16*