

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/Constituent Colleges,
Panjab University, Chandigarh.

No.

83-282/F-00

Dated : 15 .01.2020

REMINDER

Subject: Physical verification of Reports.

This is with reference to earlier letter No. 11612-11811/A dated 05.12.2019 issued by D.R (Accounts) in which it was requested to carry out the Physical Verification of Stores/Assets as mandated in the financial rules. A report in this regard was to be submitted to this office on or before 08.01.2020 in the performa as prescribed in the aforesaid letter.

It has been brought to the notice of the undersigned that many of the departments have not submitted the physical verification report as yet. It is therefore, once again requested to carry out the Physical Verification of Stores/Assets and a report may be submitted to this office immediately.

Please treat it **Most Urgent.**


15/1/2020
Finance & Development Officer

Copy to:

S.V.C. for kind information of Vice-Chancellor.