

PANJAB UNIVERSITY, CHANDIGARH

From

The Registrar
Panjab University
Chandigarh-160 014.

To

1. All Heads of Departments/Branches/ Institutes/
Offices/Regional Centres, Panjab University
2. A.C.L.A./R.S.A.
3. All Assistant Registrar's/Superintendents of
Accounts and Establishment Branches
4. Incharge, Data Entry Unit

No. 14631-14830/A

Dated : 29/1/2020

Dear Sir/Madam,


The old record relating to all the vouchers in support of various expenditure including advance(s) payments is to be preserved for the last 8 years in terms of Rules at page 680 of P.U. Cal. Vol. III 2016. All the records w.e.f. 01.04.2008 to 31.03.2011 which is occupying valuable space, have to be disposed off as waste paper.

All the Chairperson/Heads of the University Departments/Offices/Institutes are requested to intimate within 15 days from the date of issue of this letter that whether any vouchers (pertaining to period from 01.04.2008 to 31.03.2011) is/are to be preserved for adjustment of advances/Court Case/Audit Para /pending enquiries or for any other purpose, so that same may be preserved and further necessary action for disposal of the remaining old record may be taken by this office.

In case this office does not receive any response within 15 days then it will be presumed that no voucher is required to be preserved.

An early reply in the matter will be highly appreciated.

Yours faithfully,


Deputy Registrar (Accounts)