

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF FINANCE & DEVELOPMENT OFFICER

No. 1946-2145/FDO/F-2

Dated: 05/06/2020

This is with reference to the Office Order No. R02/20/6299 dated 02.06.2020 issued by the Registrar regarding office timings of University employees w.e.f. 03.06.2020 with 75% of staff and with 100% of staff from 08.06.2020, if required.

While operationalizing the office various preventive measures as notified by the government to contain the spread of COVID-19 are also to be followed.

In the above background and in order to avoid crowding in the offices of Accounts & Finance Department and also to maintain appropriate physical distancing, it is desirable that the following instructions be followed by all concerned:

1. For the officials of various Teaching Departments/Institutes/Centres as well as other Administrative offices of the University, there shall be a single contact point i.e., Desk of Diary and Dispatch Section. All the files/bills/cases shall be received only at the desk of respective diarist of Accounts & Finance Department. No dealing officials of other departments/centres/offices/branches shall be allowed to interact personally with the officials of Accounts and Finance Department.
2. In case of any query then, the concerned department/centre/office may contact the concerned Office Supdt./Assistant Registrar/Deputy Registrar telephonically instead of deputing official(s) for personal meeting.
3. In case of any emergency then, the official from other Departments/Centres/Institutes/offices may visit the concerned Office Supdt./Assistant Registrar/Deputy Registrar of this Department with prior appointment.

P.T.O

The contact details of Office Supdts/Assistant Registrar and Deputy Registrar (Accounts) are given below:

Sr. No.	Name of Employee	Designation	Mobile No.
1.	Mrs. Raj Manchanda	D .R.A.	9041785565
2.	Sh.. Anil Sharma	A.R. (Salary)	8054971411
3.	Sh. Mohanbir singh	A.R. (F/C)	9855569110
4.	Sh. Sanjay Bhasin	A.R.(G&P)	9815193535
5.	Mrs. Anju Luthra	A.R.(Budget)	8146277211
6.	Mr. Manoj Bhatia	Supdt (E-I)	9501134195
7.	Mr. Umesh Johar	Supdt (E-II)	9915316747
8.	Mrs. Meenakshi	Supdt (E-III)	9876009388
9.	Mr. Shashi Sharma	Supdt (E-IV)	9878736292
10.	Mr. Sunita	Supdt (E-V)	9815623174
11.	Mr. Ashok Kumar	Supdt (Budget)	9872907156
12.	Mr. Rajneesh	Supdt (P.F.)	9872430868
13.	Mr. Bharat Muni	Supdt. (G&P)I	9779479379
14.	Mr. Dharm Pal	Supdt. (G&P)II	7837497332
15.	Mr. Harmesh	Supdt(E&P)	9988211099
16.	Mr. Milap Chand	Supdt. Pension	9464835723
17.	Mrs. Parshan Kaur (Leave till retirement)	Supdt. Income	
18.	Mr. Rajinder Dua	Supdt. (S-IV)	9888490326
19.	Mrs. Shub Lata	Supdt (Cheque writing)	9780807483

4. Public dealing shall be allowed only in emergency cases with prior appointment.


Finance & Development Officer

Issued to:

Director, Computer Centre with a request to circulate the above information to the Heads of Teaching Departments/Institutes/Centres/branches for necessary compliance.