

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

To

All the Chairpersons/  
Co-ordinators of All Centres/  
Head of the Departments/Branches  
Directors of Regional Centres/ACLA  
Panjab University  
Chandigarh

No. 12184-384 / A

Dated:- 8/1/21

**Subject:- Electricity Bill of the various account of Panjab University on average basis.**

Sir/Madam,

This is in continuation to our earlier circular No.9460-9659/A dated 06.11.2020 whereby instructions were issued to replace the defective meters immediately to avoid accumulation charges and over payment to Electricity Department.

Now it has been observed that in one of the case the Electricity Department had raised claim in lakhs on account of accumulation of electricity charges because of a defective meter. When the same was challenged before the concerned authorities then the amount of the claim was considerably reduced.

In view of the position explained above, it is reiterated that in order to avoid such circumstances, all the Heads of the Departments/Offices/Regional Centres/Constituent Colleges are once again requested to ensure that the electricity bills must be prepared by the Electricity Department on the basis of actual consumption. In case, the electricity meter of the concerned Department/Office/Regional Centres/Constituent Colleges found to be defective (for any reason) then immediate steps be taken to get it replaced from the Electricity Department. It may be noted that payment on average bill shall not be admitted for two billing cycles in a row.

Please ensure necessary compliance.

Yours faithfully,

*fej Manchanda*  
Deputy Registrar (Accounts)

Copy to :-

1. SVC for information of the Vice Chancellor
2. DUI
3. Registrar
4. COE
5. All Assistant Registrar (Accounts)
6. ACLA

*fej Manchanda*  
Deputy Registrar (Accounts)