

**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairperson/ Coordinators of All Centers/  
Heads of the Departments/ Directors of Regional Centres/  
and Principal Investigators  
Panjab University, Chandigarh.

No. 12729-928/A

Dated: 18/1/21

**Reminder-III**

**Subject: - Monthly Return/Report with regard to purchases through GeM Portal.**

Dear Sir/Madam,

This is in continuation to this office earlier letter No. 3790-3990/FDO dated 14.06.2019, No. 13787/A dated 14.01.2020 and No. 1387-1586/A dated 10.06.2020 wherein it was requested to furnish the information with respect to purchase through GeM Portal on the proforma notified by the Chandigarh Administration on the 2<sup>nd</sup> working day of each month.

It has been observed that required information is not being received from the departments. Due to which consolidated information could not be submitted to Chandigarh Administration. It is pertinent to mention that monthly return/report with respect to purchases for the month of December, 2020 has been received from one department only.

You are therefore, once again requested to ensure submission of required monthly information in the specified format as conveyed earlier through e-mail [os\\_budget@pu.ac.in](mailto:os_budget@pu.ac.in) on or before 2<sup>nd</sup> working day of each month.

**No separate monthly notice/circular shall be issued in this regard as the above information is required to be submitted by each department on monthly basis.**

In case if any adverse action is taken by the Chandigarh Administration for non submission of the above information, the concerned department/ office shall be held responsible.

**Please treat it as most urgent.**

Yours sincerely,

*For Manchandhi*

Deputy Registrar (Accounts)

Copy to: SVC for kind information of the Vice-Chancellor