PANJAB UNIVERSITY CHANDIGARH

| From | To |
|---|---|
| Finance & Development Officer<br>Panjab University<br>Chandigarh | 1. All the Chairpersons/ Co-ordinators of all Centres/ Head of the Departments/ Branches.<br>2. Directors of Regional Centres<br>3. Principals of all Constituent Colleges |

No. 1688—1887/FDO

Dated 16/3/2021

### REMINDER – V

<u>Subject:</u> Supply of Annual Audited Report of Departmental/ Student's Societies Fund for the year 2019-20.

Dear Sir/ Madam,

Your attention is invited to this office letter no. 2190-2389 dated 10/06/2020 on the subject cited above vide which all the Chairpersons/ Co-ordinators of all Centres/ Head of the Departments/ Branches, Directors of Regional Centres and Principals of all Constituent Colleges were requested to submit the annual audited report of Departmental/ Student's Societies Fund for the year 2019-20 immediately to this office.

Thereafter, four reminders vide letter no. 3475-3674/FDO dated 16/09/2020, 3858-4065/FDO dated 27/10/2020, 4212-4411/FDO dated 04/12/2020 and 782-989/FDO dated 08-02-2021 were also issued in this regard.

However, it is regretted to point out that although a period of more than 9 months has been elapsed but the requisite information is still awaited from most of the departments (ignore if already submitted). It is further brought to your notice that if the concerned department does not have any departmental/Student's Society/ Student Fund Committee etc, even then a nil report should be submitted to this office.

All the departments are once again requested to submit the annual audited report of Departmental/ Student's Societies Fund for the year 2019-20 alongwith copy of income tax return (if applicable) to this office at the earliest possible.

With regards,

Yours Sincerely

16/2/2021

Finance & Development Officer

Copy to:
1. SVC for kind information of the VC
2. Registrar for information
3. DR (Accounts) and all AR (Accounts) for compliance
4. Director Computer Centre with a request to circulate the above said circular through e-mail of the addresses as above