

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/Coordinators of All Centres/
Heads of the Departments/Directors of Regional Centres/ACLA/
DSW/All Wardens of PU hostels/DUI/Registrar/D.R.(A/cs)/All Asstt.
Registrars (Accounts)/C.O.E.
Panjab University, Chandigarh

No. 396-595/FDO

Dated 04.03.2022

Subject: Closure of Imprest Account.

Dear Sir/Madam,

You are requested to refer to this office circular No.179/FDO dated 24.01.2017 and 1382-1581/FDO dated 20.03.2017, wherein detailed procedure regarding closure of imprest account by each department/branch has been prescribed.

You are requested to ensure the closure of the imprest as per the aforesaid instructions, before the close of this financial year i.e., 2021-22. In case of non-compliance of the above instructions, this office shall not be able to process the bills out of imprest for the subsequent financial year i.e., 2022-23.

With regards,

Yours sincerely,


Deputy Registrar (A/cs)

Copy to :

1. SVC for information of the Vice Chancellor
2. Registrar for information
3. ACLA for information & necessary action
4. All Assistant Registrar (Accounts) for compliance
5. Director Computer Centre, to circulate the same through official e-mail of the addresses as above.