

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/Principles of Constituent Colleges
Panjab University, Chandigarh.

No. 1036-1235/A

Dated: 21/4/2022

Subject: Non-compliance of office order No.3774-3973/FDO/F-143 dated 20.06.2018.

Dear Sir/Madam,

Through the subject cited circular, it was advised that all the HODs/Institutions/Centers, PI/Coordinator of Projects/Schemes (being the bill drawing officer) must ensure that on all the bills issued by vendors for supply of goods and services the GST No. of P.U. i.e., 04AAAJP0325R2ZO must be mentioned. It has been brought to the notice of the undersigned by the ACLA that the Departments are processing the bills of the vendors without mentioning GST No. of Panjab University. In future, the bills without PU GST No. shall not be processed for payment.

You are therefore, once again requested to ensure meticulous compliance of the above mentioned circular in future.

With regards,

Yours sincerely,


Deputy Registrar (A/cs)

Copy to the following for information/necessary action.

1. SVC for information of the Vice Chancellor
2. F.D.O.-cum-Registrar for information
3. ACLA for information and necessary action with request to settle his office memo No. AUB/2022/1417 dated 31.3.2022.
4. All Assistant Registrar (Accounts) for information and necessary action.
5. Director Computer Centre, to circulate the above circular through the official e-mails of the addresses as above.