

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/DSW/ACLA/
Principals of all Constituent Colleges
Panjab University, Chandigarh.

No. 2575-2774/FDO/ER

Dated: 23/06/2022

Subject: Self Certification/attestation of Stock entries.

Dear Sir/Madam,

As per the existing practice, the stock entry of each purchase is made in the Stock/Asset Register of concerned Department/Office and each of such individual entry is to be put up before the audit for verification while processing the payment of bill.

It has been observed that such an exercise consumes a considerable time and efforts of the departments/offices/PIs. The good Governance practices envisage a system of self certificate/attestation supplemented by appropriate checks & controls.

In this background, the above system was reviewed in consultation with the audit and it has been decided that the certificate of stock/asset entry given by the concerned Drawing Officer (for purchases valued upto Rs. 25,000/-) shall be accepted for payment subject to furnishing of the following certificate on the invoice:

"This is to certify that the stock entry has been made at Page No. _____ Sr. No. _____ of stock/asset Register (which stands entered at Sr. No. _____, page No. _____ of Control Register of audit branch).

It is further certified that purchase has been made after following due procedure and there is no split up of required quantities to evade the sanction of higher authority or to avoid the due procedure of bidding.

*Drawing Officer
(Head of Department/Office/Branch)"*

This system shall be effective from 1.7.2022.

The Audit may check such stock entries, randomly. The efficacy of the new system shall be reviewed in the month of December 2022.

This is for necessary action by all concerned.

Yours Sincerely


23/6/22
Finance & Development Officer