

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

All the Chairpersons/ Coordinators of All Centres
Heads of the Departments/Heads of the Branches/Offices
Directors of Regional Centres/Principals of Constituent Colleges
All A.R. Accounts, ACLA
Panjab University, Chandigarh.

No. 11194-11394/A / FDO

Dated: 2/1/22

Dear Sir/Madam,

It has been observed that on many occasions while processing a vendor's GST bill either the Drawing Officer (concerned department/office) or office of the Accounts Department/Audit makes deduction from the bill. In such cases, the bill/GST amount in the record of the University mismatches with the records of the concerned vendor. Such mismatch also get reflected in the GST returns filed by the University as well as the concerned vendor.

To avoid such discrepancy/mismatch in future, it is hereby advised that as and when any deduction is made from any GST bill, then final disbursement of the same must be made only after receipt of corrected GST bills from the concerned vendor.


Deputy Registrar (Accounts)

- CC. 1. SVC for kind information of the Hon'ble Vice Chancellor
2. D.U.I. for information
3. Registrar for information
4. F.D.O. for information
5. Director, Computer Centre with a request to circulate the above circular through the official e-mails of the addresses as above.