

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE & DEVELOPMENT OFFICER**

To

All the Chairpersons/  
Coordinators of All Centres/  
Heads of the Departments/Branches  
Directors of Regional Centres/  
Principals of all Constituent Colleges  
D.R. (Accounts) and All A.R. (Accounts)  
Panjab University, Chandigarh.

No. 398-597/FDO/F-133

Dated :- 14.02.2023

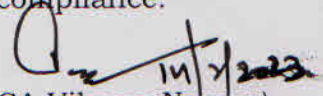
**Circular**

Sir/Madam,

This is in continuation to this office circular no.2818-3017/FDO/F-133 dated 24.7.2020. Through this circular, the detailed procedure and timelines with respect to processing of bills pertaining to procurements made through GEM Portal were notified. As per the specified timelines, the payment of goods and services procured through GEM Portal has to be made within 10 'calendar days' from the date of creation of CRAC.

It has been brought to the notice of the undersigned that in many cases the aforesaid timelines are not being adhered to. In order to avoid adverse action against the buyer organization/departments, it is desirable that the prescribed timelines must be followed strictly.

Hence, aforesaid instructions are reiterated for strict compliance.

  
(CA Vikram Nayyar)  
Finance & Development Officer

Copy to the following :

1. ACLA in reference to letter No. D-AUB/2023/180 dated 9.2.2023
2. The Registrar, P.U., Chandigarh for information.
3. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.