

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
Panjab University, Chandigarh.

No. 3076-3276/FDO.

Dated :- 22.06.2023

Circular

Sir/Madam,

During the review meeting taken by the Vice Chancellor regarding preparation of NAAC, the inputs given by mock inspection committee teams were discussed. It was reported that obsolete and discarded items (i.e., equipments, furniture and other items) were lying in various departments.

In the above context, all the Heads of the Departments were asked to initiate the process of writing off and disposal of such obsolete items by following the prescribed procedure. For the sake of convenience of the Heads of the Departments, the relevant provisions/rules in this regard are reiterated here below:-

1. In terms of provisions contained in Chapter XXXV of P.U. Calendar Volume III (2019), the head of the concerned department/office shall prepare a list of equipments/articles/furniture/etc. which are to be considered for being written off.
2. Information of such articles shall be sent to Budget Section by the respective departments to seek the net value of such assets as on date. Such information is necessary to determine the competent authority to allow writing off of the assets. For seeking the aforesaid information, the department shall send the list of articles to be written off in the following format :-

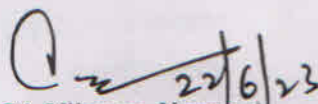
Sr. No.	No. of Items	Name of Item	Date of Purchase	Original Cost Amount in Rs.

3. The Budget Section shall inform to the department the net book value of all such items mentioned in the above performa.

4. Depending upon the net book value of the assets (as informed by the Budget Section), the concerned department shall seek the approval of the competent authority as prescribed in P.U. Calendar Volume-III (2019) at Page-513.
5. After the approval of the competent authority, the department shall issue an office order declaring writing off of such assets/items and a copy of such office order shall be marked to the budget section.
6. On the basis of such office order, the budget section shall record necessary Journal entry in the books of account.
7. After the approval of competent authority for writing off of the assets/store, the Committee shall work out the approximate sale value of the items to be put up on auction.

In special cases with the approval of the Vice Chancellor one expert member of any Science Department or USIC/CIL/XEN/University office or an outside institution be associated with the Committee to fix the price of obsolete item(s) for the purpose of sale by the Auction Committee.

8. Thereafter, the written off items shall be disposed off by way of auction through an auction committee, the composition of which is given in P.U. Calendar Volume-III (2019), Page-512. The proceeds from the disposal of written off items shall be deposited in the main account of University with an intimation to the Budget Section. Detailed provisions are given in Chapter XXXV of P.U. Calendar Volume-III (2019) read with the office circular No.796/A dated 12.1.2017.


(CA Vikram Nayyar)

Finance & Development Officer

Copy to the following for information/necessary action:

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. The Registrar, P.U., Chandigarh for information.
3. DCLA for information and necessary action.
4. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.