

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

To

The Chairperson/Director/Principle

1. Department of Laws
2. Department of Evening Studies & Multi-Disciplinary Research Centre (D.E.S.M.D.R.)
3. University Institute of Legal Study
4. PURC, Ludhiana
5. PURC, Hoshiarpur
6. PURC, Kauni
7. VVBIS & IS Hoshiarpur
8. All Panjab University Constituent Colleges

No. 3756-3955/IFDO

Dated: - 20.07.2023

Subject: Maintenance of Demand and Collection Register.

Sir/Madam,

As you all are aware that the demand and collection registers (i.e., individual Ledger of students) are being maintained in your respective department to watch and monitor the realization of due fee/funds from the students (Rule 25.6 of P.U. Accounts Manual, 2022 refers).

After the implementation of online fee deposit system, majority of students make payment of fee via online transactions. For each of such transactions, the online fee portal generates an acknowledgment, which the concerned students submit to respective department. As per provision contained in Rule 4.2 of P.U. Accounts Manual 2022, all such acknowledgments are required to be submitted to Income Section for its verification. However, it has been noticed that such procedure is not being followed by many departments. It is important to mention that two instances of '**fake receipts**' have been reported. Therefore, it become very critical to get all such receipts verified from the Income Section.

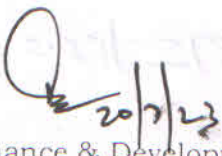
It is further intimated that as per the provisions relating to maintenance of demand and collection register, the 'fee default cases' are to be reported to Examination Branch as well as to Fee-Checking Section to monitor their recovery before the issue of roll numbers to the concerned students.

In view of the position explained above, you are therefore, requested to issue necessary directions to the concerned official of your department that:-

1. All the receipts pertaining to online deposit of fee must be forwarded to Income Section for its verification.
2. Semester-wise status of 'fee default cases' (in the format as per **Annexure-I**) must be submitted to this office within 10 days from the expiry of the prescribed due date for payment of fee of respective semester.

You are requested to ensure the due compliance of above procedure. In case of non-compliance, the responsibility for loss of revenue to the University shall rest upon the concerned Department.

With regards,


Finance & Development Officer

Copy to the following for information/necessary action:

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. Controller of Examination
3. A.R.A-II
4. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.

PANJAB UNIVERSITY CHANDIGARH
(Estd. Under the Panjab University Act III of 1947)

From:

The Director/Chairperson
Deptt. of _____
Panjab University
Chandigarh,

To

The Controller of Examination
Panjab University
Chandigarh.

No./

Dated __ / __ /2023

Dear Sir / Madam,

This is to inform you that the following students of our Dept/Institute has/have not deposited the due fee/charges/funds :

Class	Roll No.	Name of the Students	Amount	Remarks

The Controller of Examination is requested to withhold the roll numbers/Results/ Detailed Marks Cards/Degrees of above said students, till such time they clear their dues & obtain a clearance Certificate from this **department**.

Yours faithfully

Director/Chairperson

CC: A.R.A.-II for information & necessary action.

Director/Chairperson