

**PANJAB UNIVERSITY CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

No. - 2876/FDO

Date.- 28-05-2015

It has been observed that the provision of transfer of non consumable articles/equipments acquired under specific projects/schemes to the main Asset Register of the Department, after the close of the research project/ scheme is not being followed meticulously.

In order to ensure the strict compliance and also to ensure proper accounting and record of all the assets/non-consumable articles, it is hereby advised that before issuing the final Utilization Certificate of any research project/scheme, an inventory of all the non-consumables articles/equipment acquired under the projects/schemes be prepared and a certificate be obtained from the Principal Investigator/Co-ordinator duly signed by the Head of the Department/Institution/Centres to the effect that all such articles/equipments have been transferred to the main Asset Register of the concerned Department/Centre/Institute.

Meticulous compliance of the above instructions be ensured.

Sd/-  
Finance and Development Officer  
28.5.2015

Assistant Registrar (G&P)

Copy to:

1. The Director, Computer Centre with a request to circulate the above through the official email of all the Heads of the Department/Institution/ Centres.