

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To,

All the Chairpersons,
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
A.S.V.C./SO to VC
PA to Registrar/FDO/COE
D.U.I./Director RDC
All Assistant Registrar(Accounts)P.U., Chandigarh
P.C.L.A/SO

No. 2771-2970/A

Dated: 2.2.2016

Subject:Submission of bills for payment under Non-Plan budget for the financial year
2015-16.

Sir/Madam,

This is in continuation to this office circular No.1594-1793/FDO dated
27.3.2015.

While conveying the approved budget provisions for the Financial Year 2015-16,
it was informed that the pace of expenditure should be such that the expenditure in
the last quarter of the Financial Year should not exceed 33% with further stipulation
that the total expenditure in the month of March should not exceed 10% of the
provisions sanctioned in the Non-Plan budget.

It is further informed that the annual statement of account is to be submitted
to Government immediately after the close of the financial year. Therefore, it becomes
imperative on the part of the University that all the bills pertaining to current Financial
Year must be processed in time and accordingly account is closed on 31st March itself.

In view of the position explained above, you are requested to submit all the bills
pertaining to the current Financial Year under Non-Plan budget on or before 1.3.2016
except electricity, telephone and other similar committed periodical payments which
can be submitted as per the due date of respective bill.

**No request shall be entertained for extension of date for submission of
bills. Any bill received after 1.3.2016 shall be processed out of the budget of next
financial year i.e., 2016-17.**

Thanking you,

Yours sincerely,

Sd/-

Finance and Development Officer