

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

No. 353-552 | FDD | F-8

Dated: 24/02/2020

Many cases have been reported where the bills/files were not processed/disposed of by the concerned dealing officials as per the prescribed time schedule. It has also been observed that the accounts/audit Department convey its observations in a piecemeal manner instead of raising all observations in one go. Such a conduct is not in conformity with the provisions of PU Accounts Manual as contained in the Rule 1.16 read with Note-2 attached to such rule.

All concerned are hereby advised to ensure strict compliance of prescribed time lines and instructions contained in Rule 1.16 *ibid*. Needless to mention that non compliance with prescribed time lines & instructions may invite disciplinary action against erring officials. The concerned office Supdts. and Assistant Registrar's shall take necessary steps for strict monitoring of disposal of all bills/files as per Rule 1.16 *ibid*.


24/2/2020
Finance & Development Officer

Issued to:-

1. D.R. (A/cs), Assistant Registrar's and Office Supdts. of Accounts Department.
2. ACLA

Endorsement:-

All Heads of the Departments/Centres/Institutes/Constituent Colleges and PIs with remark that in case they observe any delay in processing of bills/files, the same may be informed to this office through an e.mail i.e. fdo@pu.ac.in by mentioning therein the diary no. & date vide which the concerned bill/file has been received by the Accounts Department.

C.C:-

1. Director Computer Centre to circulate the above instructions to all Heads of the Departments/Centres/Institutions/constituent colleges and PIs through official e-mail.
2. P.A. to upload it on the Web notice board.