

PANJAB UNIVERSITY SWAMI SARVANAND GIRI REGIONAL CENTRE
UNA ROAD, BAJWARA, HOSHIARPUR (PB.)
Phone: 01882-282617, 282618, Fax: 282221
E-mail Id: directorhsp@pu.ac.in Website: https://ssgpurch.puchd.ac.in

No. 1863/PUSSGRC

Dated. 01/06/22

CIRCULAR

In ref. to the PU. letter vide no. A/3101-3301/A dated: 27/05/2022 regarding dispose off the record for the period from 01/04/2011 to 31/03/2014 (03 Years) in terms of rule at page 680 of P.U. Calender Vol: III 2016 (**Copy of the letter enclosed**).

Further, you are required to submit the detail of the record (if any) pertaining to the above said period in the office of undersigned up to 10/06/2022 till 03:00PM.

In case this office does not receive any response within the specified period then it will be presumed that no record is required to be preserved.


Director

Encls: D.A.as stated above

- CC To: 1. Student Section (BE/Law/DCSA), PUSSGRC, Hoshiarpur: for kind information and further n/a please.
2. Establishment/ Purchase Section, PUSSGRC, Hoshiarpur: for kind information and further n/a please.
3. Hostels (Boys & Girls), PUSSGRC, Hoshiarpur: for kind information and further n/a please.
4. I/C, Computer Centre for uploading on campus web site.

For immediate
of a plan

3501
Date
27/07/22

PANJAB UNIVERSITY, CHANDIGARH

From

To

The Assistant Registrar (Accounts)
Panjab University
Chandigarh-160 014.

1. All Heads of Departments/Branches/ Institutes/ Offices/Regional Centres, Panjab University
2. A.C.L.A./R.S.A.
3. All Assistant Registrar's/Superintendents of Accounts and Establishment Branches
4. Incharge, Data Entry Unit

सोपान

No. A/3101-21/1/A

Dated: 27/7/22

Dear Sir/Madam,

The old record relating to all the vouchers in support of various expenditure including advance(s) payments is to be preserved for the last 8 years in terms of Rules at page 680 of P.U. Cal. Vol. III 2016. All the records from 01.04.2011 to 31.03.2014 which is occupying valuable space, have to be disposed off as waste paper.

All the Chairperson/Heads of the University Departments/Offices/Institutes are requested to reply within 1 month from the date of issue of this letter that whether any vouchers (pertaining to period from 01.04.2011 to 31.03.2014) are to be preserved for adjustment of advances Court Case Audit Para or for any other purpose, so that same may be preserved and further necessary action for disposal of the remaining old record may be taken by this office.

In case this office does not receive any response within 1 month, then it will be presumed that no voucher is required to be preserved.

An early reply in the matter will be highly appreciated.

Yours faithfully,

S. K. Mahajan
Assistant Registrar (Accounts)