

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

Ref.No. 5140-5219/001/05
Date: 12/8/16

CIRCULAR

During the course of pre-audit, it has been observed by the Audit Branch that the leave account of teaching and non-teaching employees of the various Departments is not audited as and when leave is availed by them. The leave account is required to be ticked as and when leave is availed by an official/officer and that also should be mentioned in Absentee Statement.

In light of the above, all the Departments/Centres/Institutes are requested that the service books of employees be put up to the Audit Branch for ticking of entries as and when leave is availed by them.


12/8/2016
Dean of University Instruction

Issued to:
(By email)

1. All Chairpersons/Directors/Coordinators of P.U. teaching Departments/Centres/Institutes
2. Registrar for onward communication to Assistant Controller (local Audit)
3. Finance and Development Officer
4. S.O. to Vice Chancellor