

**OFFICE OF THE VICE CHANCELLOR,  
PANJAB UNIVERSITY, CHANDIGARH**

**No.528-650/svc/Ds  
Dated 26.5.2023**

**CIRCULAR**

The Hon'ble Vice-Chancellor has passed orders that all the Chairpersons/Directors/Heads of the Departments/Branches/Sections of Panjab University are required to use the online Diary/Dispatch Module, within their respective Departments/Centres/Offices/Branches and ensure that the same be made effective **by 1st June, 2023 positively**. The Departments/offices can report any challenges faced by them for its execution to Dr. Parveen Goyal at [pgoyal@pu.ac.in](mailto:pgoyal@pu.ac.in).

In addition to above, it is also suggested that if the online diary/dispatch module users have any query/issue they may forward the same to Director, Computer Centre, Panjab University at [director\\_cc@pu.ac.in](mailto:director_cc@pu.ac.in)

This be treated as **MOST URGENT**.

Secretary to Vice-Chancellor

**Issued to the following immediate compliance:**

1. All the Chairpersons, Directors, Co-ordinators, Principals, Heads of Departments/Branches of Panjab University
2. Dean of University Instruction
3. Director, Computer Centre
4. Registrar
5. Finance and Development Officer
6. Controller of Examination
7. Director Public Relation