

PANJAB UNIVERSITY, CHANDIGARH

No.: R02/20/5281-5459
March 18, 2020

URGENT CIRCULAR

In view of the spread of '**Corona Virus**', as a precautionary measure, the following schedule shall be observed by the Audit Branch to check and clear files:

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|-----------------------------|----------------------------------|
| 1. 09:30 a.m. to 11:00 a.m. | Clearance of Branch/Office files |
| 2. 11:00 a.m. to 01:00 p.m. | Files of Science Departments |
| 3. 02:30 p.m. to 04:30 p.m. | Files of rest of all Departments |

The above directive should be followed in letter and spirits.

Sd/-
(Prof. Karamjeet Singh)
Registrar

Issued to:

1. All Heads of Teaching & Non-teaching Departments/Branches/Offices
2. R.A.O.
3. Finance and Development Officer