



CSK H.P. KRISHI VISHVA VIDYALAYA, PALAMPUR

“INSPECTION BRANCH”

No. OSD.Insp./AR/CSKHPKV/2019/-36301-85 Dated:- 27 JUL 2019

To

All the Statutory Officers
All the HODs/DDOs, CSK HPKV.
All Assoc. Directors/Scientist Incharge/Programme Coordinators RSS/KVK's

Subject: Non-adjustment of advances due to non completion of Cash Book.

Sir/Madam,

As you are aware, the Accounts Manual of CSK HPKV lays down the procedural instructions for the proper account of transactions and maintenance of various account registers in the university as well as the procedure to be followed in implementing the orders and decisions of the Board of Management and the Vice-Chancellor on financial matters. It is necessary to meticulously follow the rules contained therein in order to ensure strict financial discipline at all levels.


It has been observed that a large number of advances are submitted to audit for adjustment by various departments of university and maximum cases where the unspent balance has shown credited in your accounts, the departments are failure to show the credit of unspent balance of advances in the cash book as the same is stated incomplete since last so many months. Even the departments are unable to show the credit of interest earned of their F.D.R's deposited in your office.

It is therefore, requested to look into the matter personally and Cash Book duly be completed in all respects so that departments may able to show their balances of unspent amount of advances along with interest of F.D.R's, if any, in Cash Book and advances be adjusted accordingly.

The above instructions may be followed in letter and spirit and any departure from the provision of rules mentioned above as well as instruction issued on the subject from time to time will be viewed seriously. If any, Cash Book have not been up-dated by Cashier(s)/DDO(s) concerned, the same may please be got maintained properly. Further action may be taken accordingly.

These instructions may kindly be brought to the notice of all officer(s)/officials(s) for strict compliance in future.

Yours faithfully,


Comptroller,
CSK HPKV, Palampur

Endst. No.

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Dated:

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Copy forwarded for information and necessary action to the followings:

1. The PS to the Hon'ble Vice-Chancellor, CSK HPKV, Palampur.
2. The Joint Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur w.r.t. his audit requisition No. 12 dated 23.07.2019 for information
3. The Assistant Register, Compilation, Fund & Accounts Branch, CSK HPKV
- ✓ 4. Incharge, UNS, CSK HPKV for uploading in the University website.


Comptroller