



CSK H.P. KRISHI VISHVAVIDYALAYA, PALAMPUR
"INSPECTION BRANCH"
OFFICE OF THE COMPTROLLER



No. 3-1(Vol-II)(Insp.)/CSKHPKV-2018/- 30186-285 Dated: 24 JUN 2020

To

All Statutory Officers, CSK HPKV.
All HODs & DDOs, CSK HPKV.
All Associate Directors/Scientist Incharges/ Programme Coordinators.

Subject: - Submission of list of outstanding/unadjusted contingent advances.

Sir/Madam,

I am to invite your attention to the provisions of **Rule 14.15(a)** of CSK HPKV, Accounts Manual which envisages that all the DDO shall submit return/information every month to the Comptroller showing the opening balances, advances given and adjustments during the month and closing balances by 15th of every month, even if the information happens to be nil in a particular month(s). Thus, it is mandatory for the DDOs to submit returns every month.

Further, the contingent advances so drawn must be got adjusted from the Local Audit with in that particular financial year in accordance with CSKHPKV Accounts Manual **Rule 7.9(a)(xi)**.

Therefore, **all the DDOs are requested to submit the list of outstanding/^{ad}unjusted advances upto March,2020 to this office by 31st July, 2020.**

This may kindly be treated as "Time bound".

Yours faithfully,


Comptroller


Endst.No. Even

Dated:

Copy to:-

1. The Joint Controller(Audit), Resident Audit Scheme, CSK HPKV, Palampur with the request that the accounts of contingent advance(s) submitted in audit for adjustment by the DDO(s) concerned may be got examined and upto date list of such advances pending for adjustment with the audit upto March,2020 may be provided to this office for bringing it to the notice of Competent Authority.
2. Private Secretary to the Hon'ble Vice-Chancellor, for kind information of the latter.
3. All D.R/AR/Section Officers/Superintendents of the the Comptroller office.

4. Incharge, CNS CSK HPKV, Palampur for uploading in University website.


Comptroller

Statement showing the advances given, adjusted, non-adjusted during the during the period upto March,2020

Sr. No.	Amount of advance given	Advance adjusted	Date of adjustment of advance	Advance pending for adjustment	Name of officer/official to whom advance given	Reasons for non-adjustment of advance