

CSK H.P. KRISHI VISHVA VIDYALAYA, PALAMPUR

"INSPECTION BRANCH"

OFFICE OF THE COMPTROLLER



No. QSD./4-1/(Insp.)/CSKHVKV/2020/-

40700-800


Dated:-

19 AUG 2020

Circular

It has been observed that some of the DDO(s) of the University offices make payments in cash to the firm(s)/supplier(s), in violation of Rule 7.18 of the Accounts Manual of the University which envisages that *"All the payments to the firms/suppliers for amount over Rs. 2500.00 shall be made through crossed cheques. In case the payment is to be made to the firm/suppliers direct the disbursing officer shall suitably subscribe the advice on the passed bill. In case of payment is to be made through draft to the firm/supplier, the disbursing officer shall subscribe the advice on the passed bill that the cheque be issued in the name of the cashier or Drawing and Disbursing Officer himself."*

Therefore, all the DDO(s) of the University offices are advised to make payment to the firms(s)/supplier(s) strictly in accordance with Rule 7.18 of the Accounts Manual of the University. The appropriate action will be taken against the DDO(s) found violating the above said rules.



Comptroller
CSK HPKV, Palampur.

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Dated: Even

Copy to:-

1. All Statutory Officers, CSK HPKV, Palampur.
2. All HOD(s)/DDO(s), CSK HPKV, Palampur.
3. All Associate Directors/Programme Coordinators/Scientist Incharges, HARECs/ KVKs/ RSSs/ RWRC/ MAREC, CSK HPKV
4. All Deputy Assistant Registrar (HQ), CSK HPKV, Palampur.
5. The Joint Controller (State Audit), RAS, CSK HPKV, Palampur.
6. The Private Secretary to Vice-Chancellor, CSK HPKV, Palampur.
7. The Incharge, UNS, CSK HPKV, Palampur with the request to upload the circular in the University website.


Comptroller
CSK HPKV, Palampur

"Say Yes to Life/Say No to drugs"