



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



No. 4-37(Insp.)/CSKHPKV-2020/-

56073-123

Dated:

07 OCT 2020

To

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

Subject: - Special drive for settlement of outstanding Audit Paras & Audit Requisitions incorporated in Audit Reports upto the year 2017-18 on the accounts of CSK HPKV.

Sir/Madam,

I am to state that the Assistant Controller (State Audit) vide his letter No. Jt.Co(Audit)/PLP/2020/-259-60 dated 01.10.2020 has intimated the special drive schedule w.e.f. 12.10.2020 to 23.10.2020 for settlement of audit paras and audit requisitions by all the departments of this university. The department-wise time schedule has been chalked out in consultation with the Assistant Controller (State Audit) and is given overleaf for information of all the concerned department/office/unit.

All concerned are, therefore, requested to put up to the Audit fresh annotated replies with latest position (complete in all respect) of the outstanding audit paras and requisitions alongwith relevant records on the scheduled date for settlement. It is made clear that the replies should be in accordance with the audit observations and based on the facts, figures and rules/regulations to satisfy the audit observations. It must be ensured by all the departments that all outstanding audit paras/requisitions are got settled during this special drive. If required, factual position of the cases may be explained personally to the Audit by the HODs/DDOs (*as the case may be*) to ensure settlement of maximum paras and requisitions.

It may please be noted that special attention be given for settlement of old outstanding audit paras/requisitions to clear the backlog. Since during this special drive schedule only 09 days are working days and rest are Sunday/Holidays, therefore concerned staff may not be allowed any kind of leave during this period and full co-operation be extended to the Audit.

This may be given personal attention and treated as most urgent & time bound.

Yours faithfully,

[Signature]
06.10.2020
Comptroller
CSK HPKV, Palampur

Endst. No.

Even

Dated: Even

Copy to:

1. The Assistant Controller (State Audit), Resident Audit Scheme, CSK HPKV, Palampur w.r.t. his letter No. Jt.Co(Audit)/PLP/2020/-259-60 dated 01.10.2020 and with the request that maximum settlement of outstanding paras/requisitions may kindly be credited to the University, please.
2. The Assistant Registrar/Section Officer(s)/Superintendents(s) Headquarter, for information and necessary action.
3. All SOs/Supdts o/o the Comptroller with the directions that relevant record pertaining to the Annual Account for the year 2018-19 may be presented to the Assistant Controller (State Audit) immediately on demand without any delay for vetting/checking by them.
4. PS to Hon'ble Vice-Chancellor, CSK HPKV, Palampur for information, please.
5. PA to Comptroller, CSK HPKV, Palampur for information, please.
6. The Incharge, UNS, CSK HPKV, Palampur with the request to uploading the same in the University Website.

[Signature]
06.10.2020
Comptroller
CSK HPKV, Palampur

P.T.O.

Time Schedule w.e.f. 12.10.2020 to 23.10.2020

Sr. No.	Departments	Date
1.	i) Dean, COA , CSK HPKV ii) All Departments under control of Dean, COA	12.10.2020 & 13.10.2020
2.	i) Dean, COHS, CSK HPKV ii) All Departments under control of Dean, COHS iii) Dean, COBS, CSK HPKV iv) All Departments under control of Dean, COBS	14.10.2020
3.	i) Dean, COVAS, CSK HPKV ii) All Departments under control of Dean, COVAS	15.10. 2020 & 16.10.2020
4.	i) Registrar Office, CSK HPKV ii) Student Welfare Organization, CSK HPKV iii) Library, CSK HPKV	17.10. 2020
5.	i) Comptroller Office, CSK HPKV ii) Dean, PGS, CSK HPKV iii) Directorate of Research, CSK HPKV	19.10. 2020
6.	i) Director of Extension Education, CSK HPKV ii) Estate Office, CSK HPKV iii) Construction Division, CSK HPKV	20.10. 2020
7.	i) All Krishi Vigyan Kendra, CSK HPKV ii) All SAREC/MAREC/RSS/RWRC, CSK HPKV	21.10. 2020
8.	i) All HAREC, CSK HPKV	22.10.2020
9.	All Departments	23.10.2020