



CSK H.P. KRISHI VISHVAVIDYALAYA, PALAMPUR

"INSPECTION BRANCH"

OFFICE OF THE COMPTROLLER

Important/Personal Attention



No. QSD/3-1/Insp./CSKHPKV/2020/- 72493-592

Dated:- 22 DEC 2020

To

All the Statutory Officers
All the HODs/DDOs, CSK HPKV.
All Assoc. Directors/Scientist Incharge/Programme Coordinators KVKs/HAREC/
RSSs/RRS/RWRC/MAREC


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

Sir/Madam,

As per the provisions contained under clause 2.30(b) & 13.3(a) in the HPKV Accounts Manual of the University, the Comptroller or his representative not below the rank of Assistant Registrar shall conduct surprise checking of cash book/cash verification in the custody of Drawing & Disbursing Officer located at the main campus as well as at the outstations. Therefore, all the Statutory Officer(s)/HOD(s)/unit(s)/office(s) are requested to complete the Cash Book and other cash related records in respect of their offices on priority basis to avoid any adverse remarks in the cash book etc., while conducting surprise cash verifications by the designated/authorized officer of this office.

These instructions may kindly be brought to the notice of all concerned for strict compliance.


Yours faithfully,


Comptroller,
CSK HPKV, Palampur

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Copy forwarded to the followings for information and necessary action:

1. The Secretary to the Vice-Chancellor, CSK HPKV, Palampur.
2. The Joint Controller (State Audit), Resident Audit Scheme, CSK HPKV, Palampur for information
3. All the Section Officer(s)/Superintendent(s) of Comptroller office, CSK HPKV, Palampur.
4. Incharge, UNS, CSK HPKV for uploading in the University website.


Comptroller
CSK HPKV, Palampur

"Say Yes to Life/Say No to drugs"