



CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA  
PALAMPUR-176062(HP),INDIA

Tel.No. 91-1894-230364(O)

FAX:91-1894-230364

No.QSD/AA-2-6//CSKHPKV/COMP/20/ 72411-90

Dated: 22 DEC 2020

To

All the Statutory Officers  
All the HODs/DDOs  
All the Associate Directors (R&E)/  
Scientist In charge/ Programme Coordinators,  
RSS/KVKs, CSKHPKV

**Subject: Reconciliation of Income/Expenditure and Revolving Fund - regarding**

Sir,

It is to bring to your kind notice that the reconciliation work of income/expenditure & revolving fund under various schemes for the year 2019-20 & 2020-21 is still pending. Although reconciliation is regular phenomena, yet all the times, this office has to remind and get the work done after repeated reminders/phone calls. This shows that the concerned staff entrusted with this work is not serious to their duties. The provisions contained in Rule 14.8 of the Accounts Manual, clearly stipulate that ***"The drawing and Disbursing Officer shall be responsible for the reconciliation of the figures of expenditure and domestic receipts as per their books with those which are in the books of the Comptroller/Deputy Comptroller every month as per time schedule circulated by the Comptroller/Deputy Comptroller (copy of schedule is again attached). A certificate to the effect that these figures stand reconciled and found correct shall invariably be recorded in the books maintained by the Comptroller/Deputy Comptroller by the officials responsible for the purpose in the said offices. This certificate shall be jointly signed by the official of the Drawing and Disbursing Officer and the official of the Comptroller's/Deputy Comptroller's office and got countersigned from the Deputy Comptroller/Assistant Registrar (Accounts)."*** This will facilitate to process/send the GUCs to the concerned funding agencies timely, as the case may be.

It is, therefore, requested that concerned staff may kindly be directed and deputed to attend the work of reconciliation of income/expenditure and revolving fund regularly every month as per time schedule attached herewith.

This may be treated as most urgent and given **Personal Attention**, please.

Yours faithfully,

Comptroller  
CSKHPKV, Palampur

Encls: Time Schedule

Copy to: All the Dealing Assistants of Compilation Branch (concerned) for information and necessary action.



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**SCHEDULE FOR RECONCILIATION**

- |   |                                     |   |   |
|---|-------------------------------------|---|---|
| 1 | 1 <sup>st</sup> week of every month | : | Outstations and KVKs  |
| 2 | 2 <sup>nd</sup> week of every month | : | DEE/Director of Research, Library, Estate Organization, SWO, H.Q., SPS & Dean PGs |
| 3 | 3 <sup>rd</sup> week of every month | : | COA/COVAS including departments of these colleges.                                |
| 4 | 4 <sup>th</sup> week of every month | : | COHS/COBS and departments of these colleges.                                      |

**NOTE:**

1. The reconciliation work will not be possible on 1<sup>st</sup> and last working day of the month.
2. The reconciliation work will be attended preferably during 1<sup>st</sup> half and is subject to availability of time in the 2<sup>nd</sup> half of the office hours.
3. The staff concerned deputed for the work must observe COVID-19, SOPs/ instructions issued by the University/H.P. Govt. from time to time strictly.