

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDDYALAYA  
BUDGET BRANCH**


No.QSD.Bud.6-50/Bud/CSKHPKV/15/ - 2066-2164 Dated Palampur,;

08 JAN 2021

**CIRCULAR**

The instructions have been issued from time to time for processing the purchase cases in accordance with the prescribed procedure. It has come to the notice of this office that some of the Deptts./Units of this University are not adopting the prescribed procedure for the purchase of various items from the market. The proposals are being submitted to this office for ex-post-facto approval of the Hon'ble Vice-Chancellor after making purchases and in some of the cases when the bills have been objected by the State Audit which is contrary to the provision of rules/instructions. Such types of practice may be avoided and all the purchases may be made only after seeking approval of the competent authority. In some cases it is observed that the Estate Organization is starting the work without the administrative approval & expenditure sanction of the competent authority which is clear cut violation of the financial rules.

It is therefore, enjoined upon all that the practice as above may be stopped forthwith and all purchases be made only after obtaining prior approval of the competent authority and observing prescribed rules/procedure .

  
Comptroller,  
CSKHPKV, Palampur.


Endst.No.Even

Dated Palampur, the:Even

A copy of above is forwarded to the following:

- 1.All Statutory Officer, CSKHPKV, Palampur.
- 2.All Head of Deptts/Units, CSKHPKV, Palampur.
3. All Assoc. Directors/Scientist Incharges, MAREC/ HAREC/ SAREC/RSS,
- 4.All Programme Coordinators, KVKs in CSKHPKV.
- 5.Secretary to the Vice-Chancellor, CSKHPKV, Palampur.
- 6.The Joint Controller, State Audit, CSKHPKV, Palampur.
- 7.Asstt.Registrar,CPDU,CSKHPKV, Palampur.
- 8 PA/SSS to Comptroller

9. Incharge UNS, cell for uploading the same in the university web site.

  
Comptroller,  
CSKHPKV, Palampur.