



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



No. QSD/4-1/Insp./CSKHPKV/2020/- 51413-513

Dated:-


31 JUL 2021

**Circular**

It has been observed that while effecting purchases in different departments/units/offices of the University, some of the departments/offices/units are violating the provisions of Rule 28.21 of University Account Manual which has resulted to the financial loss to the University besides increasing the number of Audit Paras/Requisitions.

It is incumbent upon the officers authorizing purchases to ensure transparency and observe financial rules and procedure as per the Accounts Manual of this University and the instructions issued from time to time. The guidelines for the purchase of store articles already issued vide letter No. QSD/CPDU-1/CSKHPKV/17/66564 dated 13.12.2017 need be followed strictly.

Therefore, all the concerned are requested to exercise proper check and ensure that there is no violation of financial rules/procurement procedures/guidelines while making purchases.

  
**Comptroller,  
CSK HPKV, Palampur.**

Endst. No.


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Dated:

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Copy to:-

1. All Statutory Officers, CSK HPKV, Palampur.
2. All HOD(s)/DDO(s), CSK HPKV, Palampur.
3. The Senior Medical Officer, University Health Centre, CSK HPKV, Palampur.
4. All Associate Directors/Programme Coordinators/Scientist Incharges, HARECs/ KVKs/ RSSs/ RWRC / MAREC, CSK HPKV.
5. All Deputy Registrar/Assistant Registrar/Section Officer/Superintendent, CSK HPKV, Palampur.
6. The Assistant Controller, (State Audit), Resident Audit Scheme, CSK HPKV, Palampur.
7. The Secretary to Vice-Chancellor, CSK HPKV, Palampur.
8. The P.A. to the Comptroller, CSK HPKV, Palampur.
9. The Incharge, University Network System, CSK HPKV, Palampur with the request to upload the circular in the University website.
10. Guard file.

  
**Comptroller  
CSK HPKV, Palampur**