



## CSK H.P. KRISHI VISHVA VIDYALAYA, PALAMPUR

## "INSPECTION BRANCH"

## OFFICE OF THE COMPTROLLER



No. 3-1(Vol-II)(Insp.)/CSKHPKV-2021/- 68071-171

Dated:

To

All the Statutory Officers, CSK HPKV.  
All the HODs & DDOs, CSK HPKV.  
All the Associate Directors/Programme Coordinators/Scientist Incharges  
HAREC/KVK/MAREC/RWRC/RSS.  
(except KVK & HAREC, Dhaulakuan)

23 OCT 2021

**Subject: - Monthly statement of outstanding advances and adjustment thereof.**

Sir/Madam,

I am to invite your attention to this office letter No. 3-1(Vol-II)/(Insp.)/CSKHPKV/2021/-46313-96 dated 30.06.2021 on the above subject.

In this connection, the provisions of Rule 14.15(a) of CSK HPKV, Accounts Manual vide which the monthly statement of contingent advances is required to reach this office by 15<sup>th</sup> of each month, even if the information happens to be nil in a particular month(s).

Only two departments i.e. KVK & HAREC Dhaulakuan have submitted the above statement in all respect every month, but it is regretted to point out that inspite of repeated communications/instructions being issued by this office from time to time, the monthly statement of outstanding advance(s) is not forthcoming from the most of the departments of the University.

Therefore, in order to keep a systematic and constant watch over the drawl /adjustment of advances, it is requested to furnish the requisite statement on the prescribed proforma already circulated by 15<sup>th</sup> of each month regularly, to enable this office to apprise the factual position of advance(s) to the Hon'ble Vice-Chancellor in respect of your department/office every month. It may also be ensured that no advance is drawn in anticipation of requirement and if under emergent circumstances it is to be drawn, it should be invested in such a way that university do not suffer loss on account of interest and the advance payments are made in extreme/emergent cases only. In normal cases the purchases must be made on bill basis to avoid volume of contingent advances.

The contingent advances so drawn must be got finally adjusted from the audit within that particular financial year as envisaged under Rule 7.9(a)(xi) of the CSK HPKV Accounts Manual.

The details of advances adjusted may kindly be submitted as per proforma given below:

Date of drawl of advance/year	P/E No. or Vr. No.	Purpose of Advance	Cont. (in Rs.)	Deposit Work (in Rs.)	Name of Official to whom advance Paid/ Drawn	Date of adjustment of advance vide Audit's Register E/P No. or letter No. & date	Remarks
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These instructions may be brought to the notice of all concerned for strict compliance.

This may kindly be treated as "Most Urgent".

Yours faithfully,

Comptroller

Endst.No. Even

Dated: Even

Copy to:-

1. The Secretary to the Vice-Chancellor, CSK HPKV, Palampur.
2. The Assistant Controller (State Audit), Resident Audit Scheme, CSK HPKV, Palampur.
3. The Incharge, UNS, CSK HPKV, Palampur for uploading in the University website.

Comptroller