

Most Urgent
Personal Attention

CSK HIMACHAL PRADESH KRISHI VISHVAVIDDYALAYA
BUDGET BRANCH

22420-519

No.QSD.Bud.6-50/Bud/CSKHPKV/15/
Dated Palampur:

To

23 MAR 2022

All Statutory Officer, CSKHPKV
All Head of Deptts/DDOs,
All Assoc.Directors/Scientist Incharges, MAREC/ HAREC/ SAREC/RSS,
All Programme Coordinators, KVKs in CSKHPKV.

Sub: Regarding Closing of financial year 2021-22.


Sir,

As you are well aware that the current financial year 2021-22 is to be closed on 31.3.2022 as per directions of the Hon'ble Vice-Chancellor already circulated vide this Office letter No.QSD.Bud.6-50/Bud/CSKHPKV/15/10887-987 dated 5.2.2022. Therefore, you are requested to get all the bills/vouchers pertaining to your department/office/unit passed from the State Audit and proposals processed timely by deputing the concerned officer/official to the Head Office to avoid rush of work on the last working day i.e. 31.3.2022.

You are also requested to ensure full utilization of allocated funds as on 31.3.2022(itself) with nil balance and thereafter the responsibility for any unspent amount shall rest with the concerned department and will be viewed seriously.

This may be given personal attention.

Yours faithfully,



Comptroller,
CSKHPKV, Palampur

Endst.No.Even

Dated Even

Copy to:-

1. Secretary to the Vice-Chancellor, Palampur for information of the later.
2. The Pool Officer, CSKHPKV, Palampur. He is requested that two vehicles alongwith drivers may be made at the disposal of the Comptroller Office to facilitate the staff to transport during late hours on 31.3.2022.
3. The Joint Controller(State Audit), CSKHPKV, Palampur for information and necessary action. He is requested to ensure all the bills/vouchers submitted by the Deptts/Offices/Units passed from his office well before or on the closing date i.e. 31.3.2022.
4. All the Section Officers/Superintendets, Computer Programmer, O/O the Comptroller for strict compliance.
5. PA to the Comptroller, CSKHPKV, Palampur.
6. The Incharge, UNS, CSKHPKV, Palampur for uploading in Univieirsity Website.


Comptroller,
CSKHPKV, Palampur.