



No. QSD/3-1/Insp./AR/CSKHPKV/2020/- 39462-544 Dated:- 30 MAY 2022

To

All Statutory Officers, CSK HPKV.
All HODs & DDOs, CSK HPKV.
All Associate Directors/Scientist Incharges/ Programme Coordinators.

Subject: - Regarding adjustment of outstanding advances.

Sir/Madam,

It has been observed that despite clear-cut provisions of rules and repeated letters/reminders issued by this office from time to time for early adjustment of outstanding advances, the progress in this behalf is unsatisfactory.

As per rules the advance should be adjusted within one month of the date of its drawl, therefore, these provisions should be made applicable strictly in all the cases where account of advances have not been submitted by the individual concerned. Further, the DDOs/HODs/Controlling officers must ensure that the advance payments be made in extreme emergent cases only and in normal cases, the purchases should be made on bill basis to reduce number of contingent advances. The contingent advances so drawn must be got finally adjusted from audit within the stipulated period.


It is also made clear that delay in the adjustment of advances attracts penal interest chargeable from the officer/official(s) at fault and no relaxation can be allowed in such cases.

You are requested to kindly look into the matter personally and ensure adjustment of all outstanding advances in a time bound process and intimate progress made to this office within Two Weeks. Any guidance, if required from this office in this regard by any department/office(s) is appreciable.

These instructions may be brought to the notice of all concerned for strict compliance.

This may kindly be given "Personal attention".


Yours faithfully,


**Comptroller,
CSKHPKV, Palampur.**

Endst.No. Even Dated: Even

Copy to:-

1. The Deputy Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur, it is requested that the account of advance(s) submitted in audit for adjustment by the DDO(s)/controlling officer concerned may be cleared/adjusted on priority to apprise higher authorities of the progress in the matter.
2. P.S. to V.C, for kind information of the Hon'ble Vice-chancellor, CSK HPKV, Palampur.
3. The Incharge, University Network System for uploading the same in the University Website.


**Comptroller,
CSKHPKV, Palampur**