

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
Accounts Branch

No. QSD. 6-14/CSKHPKV/A/cs/

33601-701

Dated: -

CIRCULAR

10 JUL 2020

It has been observed that the Officers/officials while submitting claim (s) for reimbursement of personal expenditure on account of taxi charges for the private vehicle hired for journey with prior permission of competent authority are not supplying document(s) in support of proof of the particular journey performed by them. Similarly, the account of advance submitted by the official (s) on account of POL/reimbursement of POL charges/contingent charges etc, is lacking documentary proof of its purchase, by the concerned official.

It is, therefore, enjoined upon to all concerned that the Officer/officials performing journey will submit chungitoll tax receipt, wherever required, in support of journey undertaken by them at the time of claiming personal expenditure on account of taxi charges/own car. The officials purchasing POL out of advance drawn or claim for reimbursement on account of POL charges/contingent charges etc. will submit automatic generated receipt/e-way bill on account of purchase of POL etc. at the time of submitting account of advance or reimbursement of POL charges/effecting purchases of material.

These instructions will come in to force with immediate effect.


This issues with the approval of the competent authority.

Encl: As above


Endst. No. Even

Copy to: -

1. All Statutory Officers, CSKHPKV, Palampur.
2. All HODs/Offices, CSKHPKV, Palampur.
3. All Associate Directors/Scientist Incharges, RRCs/RSSs/KVKs, CSKHPKV.
4. The Joint Controller (Local Audit)/Asstt. Controller (Local Audit) CSKHPKV, Palampur
5. The Pool Officer, CSKHPKV, Palampur for information and necessary action.
6. All Section Officers/Superintendents (HQ), CSKHPKV, Palampur
7. The Section Officer, CPDU, CSKHPKV for necessary action.
8. Pvt. Secretary to Vice-Chancellor, CSKHPKV, Palampur.
9. The Superintendent (Internal Audit), CSKHPKV, Palampur
- ✓ 10. The Incharge, UNS, CSKHPKV, Palampur with the request to upload this Circular in the university website.


Comptroller,
CSKHPKV, Palampur.

Dated: Even


Comptroller,
CSKHPKV, Palampur.