

**CSK Himachal Pradesh Krishi Vishvavidyalaya
OFFICE OF THE COMPTROLLER**



"Inspection Branch"

Palampur-176062 (H.P.), INDIA

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No. OSD-3-1 (Vol-II) / Advances/ Inst./CSKHPKV/ 2019/- 59211-95

Dated:

24 DEC 2019

To

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

Subject: - Regarding adjustment of advances.

Sir/Madam,

I am to intimate you that in the 124th meeting of Finance Committee held on 06.11.2019, it was observed that large number of advances are lying un-adjusted from long time.

In this regard, your kind attention is invited to the provision contained in the Chapter-7 of CSK HPKV Accounts Manual regarding drawal and adjustment of temporary advances and the instructions issued in this behalf from time to time. But it is regretted to point out that the same is not being adhered in letter and spirit by most of the Departments.

In spite of clear cut provision and instructions, the accounts of the advances are not being submitted/rendered by the advance holder(s)/DDOs within stipulated period from the date of the completion of the purpose/work for which advance was obtained by the advance holder alongwith unspent balance, if any, as per the provision laid down under rule 7.9(c)(i) of University Accounts Manual.

It is emphasized upon all concerned that these provisions should be made applicable strictly in all the cases where account of advances have not been submitted by the individual concerned. The DDOs/HODs/Controlling officers must ensure that the advance payments are now made in extreme emergent cases only and in normal cases, the purchases must be made on bill basis to avoid number of contingent advances. The contingent advances so drawn must be got finally adjustment from audit.


While the advances were presented in audit for final adjustment some of the procedural lapses/documents found lacking which causes unnecessary delay in the adjustment of advances. It has also been noticed that the advances are even outstanding and yet to be got adjusted from the audit in case of employees those who have been retired now from university services, which is not desirable.

Lastly, it is made clear that in case the adjustment account is not rendered in time in future, then penal interest i.e. @ 18.5 % shall be chargeable from the defaulture and no relaxation can be allowed in such cases.

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

This may be given personal attention and top priority.

Yours faithfully,


Comptroller
CSK HPKV, Palampur

Encls: As above.

Endst. No. Even

Dated: Even

Copy to:

1. The Joint Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur with the request that the account of advance(s) submitted in audit for adjustment by the DDO(s) concerned may be got examined at the priority basis.
2. PS to Hon'ble Vice-Chancellor, CSK HPKV, Palampur for information.
3. The Registrar, CSK HPKV, Palampur for information.
4. The Incharge, UNS, CSK HPKV, Palampur with the request to uploading the same in the University Website.


Comptroller

"Say Yes to Life/Say No to drugs"