

MOST URGENT
PERSONAL ATTENTION

Himachal Pradesh Krishi Vishvavidyalaya Palampur
"Budget Branch"

Office of the Comptroller

No.QSD/Bud./CSKHPKV/2021/

Dated:

From

Comptroller

To

All the Statutory Officers, CSK HPKV, Palampur
All the Heads of the Departments/Units/Offices in CSK HPKV
All the Associate Directors, HAREC/SAREC/MAREC/Scientists-
Incharge/Programme Coordinator of all RSS/KVKs.

2254-2354
29/3/2021

Subject: - Regarding Closing of financial year 2020-2021.

Sir/Madam,

As you are well aware that the current financial year 2020-21 is to be closed on 31.03.2021 as per directions of the Hon'ble Vice-Chancellor already circulated vide this Office letter No.QSD/Bud.6-50/CSKHPKV/15/-13817-916 dated 08.03.2021. 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. 31.03.2021.

You are also requested to ensure full utilization of allocated funds as on 31.03.2021 (itself) with nil balance and thereafter the responsibility for any unspent amount shall rest with the concerned department and will be viewed seriously. You are, further requested to follow all the SOPs/guide-lines prescribed for COVID-19 strictly in this process.

This may be given personal attention.

Yours faithfully,


Comptroller,
CSK HPKV, Palampur

Endst. No. Even:

Dated:

Copy to:

1. Secretary to the Vice-Chancellor, Palampur for information of the later.
2. The Pool Officer, CSK HPKV, 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 31.03.2021.
3. The Joint Controller (State Audit), CSK HPKV, Palampur for information and necessary action. He is requested to ensure all the bills/vouchers submitted by the departments/offices/units passed from his Office well before or on the closing date i.e. 31.03.2021.
4. All the Section Officers/Superintendents, Computer Programmer , O/o the Comptroller for strict compliance.
5. PA to the Comptroller, CSK HPKV, Palampur.
6. The Incharge, UNS, CSK HPKV, Palampur, HP for uploading in University website.


Comptroller
CSK HPKV, Palampur