



**CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA
PALAMPUR-176062(HP),INDIA**

Tel.No..91-1894-230364(O)

FAX:91-1894-230364

No.QSD/AA-2-6//CSKHPKV/COMP/20/31797-886
Dated: 31 MAY 2021

To

- 1 All the Statutory Officers, CSKHPKV
- 2 All the HOD/DDOs
- 3 All the Associate Directors (R&E)/Scientist Incharge/
Programme Coordinators, RSS/KVKs

Subject: Regarding submission of accounts for the year 2020-2021.

Sir,

As the financial year 2020-2021 is closed on 31.03.2021 and the reconciliation work of the monthly accounts as well as Annual Account for the year 2020-21 has been initiated. To complete this job, it requires the accounts pertaining to your departments/stations such as revolving funds/income & expenditure of different schemes/amalgamated funds and other miscellaneous accounts which are being operated at your stations/departments.

Therefore, you are requested to kindly submit the reconciled accounts from your respective departments/stations at the earliest to enable this office to proceed further and to submit the Annual Account for the year 2020-2021 to the State Government well in time.

Your quick action will be appreciable.

This may be given **Personal Attention** please.

Yours faithfully,


Comptroller
CSKHPKV, Palampur

CC:

1. The Secretary to the Vice-Chancellor, CSKHPKV, Palampur for information please.
2. The Incharge, UNS, CSKHPKV, Palampur with the request to upload in the University website.
3. Section Officer (Fund)/Suptd.(Budget)/Suptd.(Pension), CSKHPKV, Palampur with the instructions to submit their relevant accounts within two weeks positively.
4. All the dealing assistants of Compilation Branch to complete this job at the earliest.
5. PA to Comptroller to monitor the matter telephonically/e.mail also.