

**Resident Audit Scheme,
CSK H.P. Krishi Vishavavidyalaya, Palampur.**

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No. Jt.Co (Audit)/PLP/1-1/2021/-/110-85 Dated, Palampur, the:- 9-6-2021

To

1. All Heads of the Department in CSKHPKV, Palampur.
2. All Drawing & Disbursing Officers in CSKHPKV, Palampur.
3. All Associate Directors/Programme Coordinator/Scientist Incharge, HAREC/RRS/RSS/KVKs.

**Subject:- Regarding supply of various informations for the year 2019-20.
(01.04.2019 to 31.03.2020)**

Kindly arrange to supply the following informations to this office latest by 30.06.2020 so that these details can be compiled and Audit Report for the year 2019-2020 can be completed and submitted to the Government well in time.

1. Scheme and Project wise **income and expenditure** statement for the year 2019-2020 (01.04.2019 to 31.03.2020)
2. Income and expenditure statement of "**Revolving Fund Accounts**, if any, for the year 2019-2020.
3. Income and expenditure statement of "**Student Fund Accounts**" if any, for the year 2019-2020.
4. **Statement of all outstanding advances drawn up to 31.03.2020.**
5. **Outstanding payments** yet to be received/realized from different departments of the University/ Govt.departments/ other institutions for the bills raised **up to 31.03.2020** indicating the details of Bill No., Date , name of the department and amount outstanding for realization.
6. Whether physical verification of stock and store conducted during the year 2019-2020, if so, then the details of shortage etc. found, if any, may also be supplied to this office.
7. Total No. of revolving funds operational in the department alongwith purpose for which it is created and its code No.

8. Bank accounts which are not operational for the last one year or more with complete detail i.e. name of bank, branch, account no. and balance as on 31.03.2020.

This may kindly be treated as **“Most Urgent”**.

Yours faithfully,

Asstt. Controller (State Audit),
Resident Audit Scheme,
CSK HPKV, Palampur.

Endst. No.Jt.Co.(Audit)/PLP/2021/- **As above**

Dated, Palampur, the:- 9-06-2021

Copy of the above is forwarded to:-

1. The Comptroller, CSKHPKV, Palampur for information and necessary action please.
- ✓ 2. The Incharge, UNS, CSKHPKV, Palampur for uploading this letter in the university website.

Asstt. Controller (Audit).
RAS, CSKHPKV, Palampur.