

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
"Accounts Branch"

No.QSD.2-34/2019-CSKHPKV(Accts.)-78589-689

Dated: Palampur, the

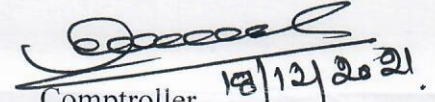
NOTIFICATION

20 DEC 2021

As per decision contained in Item No.1 (On Spot Agenda) of the proceedings of the meeting held on 3.11.2021, the Vice-Chancellor has been pleased to approve the grant of contingent temporary advance to the contractual appointees of the University on the analogy of regular employees and also to allow grant of temporary advance for POL charges to the persons hired for driving duty on outsourced basis upto Rs.10000/- in each case subject to following conditions:-

1. That the adjustment of advance may be made as per provision of Rule 7.9 (a)(xi) of the CSK HPKV Accounts Manual and entire responsibility for its final adjustment shall rest upon the concerned HoD/Controlling Officer.
2. That the officer recommending grant of temporary advance for POL charges to the person hired for driving duty on outsourced basis will be personally responsible for getting the advance adjusted immediately after completion of driving duty for which advance was taken. The requisition of advance be henceforth submitted on the **enclosed** proforma.

The above decision be brought to the notice of all concerned for information and compliance.

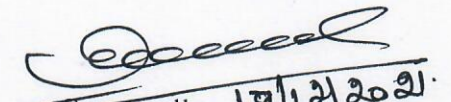
  
Comptroller, 18/12/2021.  
CSKHPKV, Palampur

Endst. No. Even

Dated: Even

Copy to:-

1. All the Statutory Officers, CSK HPKV, Palampur.
2. All the Heads of Departments/Offices, CSK HPKV, Palampur.
3. All the Associate Directors/ Scientists Incharge/Programme Coordinators, RRS/RSS/ KVKs, CSK HPKV.
4. The Joint Controller (State Audit), CSK HPKV, Palampur.
5. The Pool Officer, Vehicles Pool, CSK HPKV, Palampur.
6. The Secy. to Vice-Chancellor, CSK HPKV, Palampur.
7. All the Section Officers/Supdts. (HQs.), CSK HPKV, Palampur.
8. The Section Officer, CPDU, CSK HPKV, Palampur.
9. The Section Officer (Internal Audit), CSK HPKV, Palampur.
10. The Incharge, UNS, CSK HPKV, Palampur with the request to upload this notification in the University Website.
11. Guard file.

  
Comptroller, 18/12/2021.  
CSKHPKV, Palampur.

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR**

**Requisition of Advance**

An Advance of Rs. \_\_\_\_\_  
as per particulars given below is required. I shall account for it on the prescribed form within 7  
days of the completion of work i.e. or or before \_\_\_\_\_

1. Purpose for which advance is required \_\_\_\_\_
2. Vehicle No. \_\_\_\_\_
3. Budget head against which advance is required \_\_\_\_\_
4. Date on which the amount is required \_\_\_\_\_
5. Mode of payment \_\_\_\_\_
6. Previous advance, if any, outstanding  
Please quote probable date of settlement \_\_\_\_\_

Name \_\_\_\_\_

*SIGNATURE*

Deptt./Section \_\_\_\_\_

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- 1) The advance shall be got adjusted as per the provisions contained in the CSK HPKV Accounts Manual and the instructions issued in this regard by the University from time to time.
  - 2) Submitted to \_\_\_\_\_

Signature of officer Incharge/HoD/HoO

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- i) The account of previous advance(s) has/have not been received. It is submitted for order as to whether a fresh advance of Rs. \_\_\_\_\_ is to be given  
OR
  - ii) The amount of previous advance has been received. The fresh advance of Rs. \_\_\_\_\_ may be given, if sanctioned.

Submitted for order/ sanction, please.

SUPDT./SECTION OFFICER/  
OFFICER INCHARGE