

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
"Accounts Branch"

No.10-34/2022 /CSKHPKV/(A/c) 28934
Dated, Palampur the: 13 APR 2022
-29033

From Comptroller
To All Statutory Officer,CSKHPKV,
All HODs&DDOs,CSKHPKV.
All Associate Directors/Scientist Incharges/RSS
All Programme Coordinators,CSKHPKV.
Subject: Proceeding of the meeting held on 5.3.2022

Sir,

I am to refer to letter No. Jt.Co.(Audit)/06/PLP/2022/33-47 dated 24.3.2022 (copy enclosed) from the Dy. Controller, HP State Audit addressed to the Registrar CSKHPKV with a copy to this office and amongst others on the above cited subject.

In this context, it is intimated that a check list for the adjustment of the advances was circulated by the HP State Audit of this University during the year 2008-09, but most of the departments/offices are not following the instructions/ check list while submitting the adjustment account of advance(s) to the State Audit resulting thereby delay in adjustment of advances. It is the primary responsibility of the Advance holder/ DDOs/PIs/HODs to ensure the adjustment of advance drawn within stipulated period as per Accounts Manual Rule 7.9(a)&(d) which is reproduced as under:

7.9 (a)(viii) "The officials to whom advances are given shall be required to submit the accounts within a fortnight positively, failing which their pay for the following month in which the advance is drawn may be with-held."

xi) All advances should be got adjusted within a month of their drawl. As far as possible, no advance should remain unsettled before the end of the financial year i.e. after 31st March of every year.

(d)(iii) It will be the duty of the DDO to ensure that the accounts is rendered immediately and the adjustment of advance is admitted in audit during the same financial year."

It is pertinent to mention here that some time the advance holder has submitted the adjustment account timely but it remained with DDO or next office for months together unattended which is not only contrary to provisions of rules but also causes in convenient at the time of retirement of advance holder. This office has been issuing instructions time and again for the adjustment of all advances in a time bound manner to achieve progress in this regard.

Therefore you are requested to ensure compliance of ibid Rules/instructions and in future check list duly signed and complete in all respect may be attached with the expenditure account of temporary advance while submitting the same to Dy. Controller (State Audit),CSKHPKV for adjustment to avoid delay in adjustment of advances and unnecessary correspondence. The State Audit will also ensure adjustment of all the submitted cases of advances to their office with in the time period as prescribed in the Accounts Manual.

This may be treated as Urgent.

Yours faithfully,

Encls: As above

Copy to the following for information& necessary action:-

- 1.The Registrar, CSKHPKV, Palampur.
- 2.Secretary to the Vice-Chancellor,CSKHPKV, Palampur.
3. Dy. Controller,(State Audit),CSKHPKV, Palampur
4. The President, HPAUTA/VASTA, CSKHPKV, Palampur.
5. Incharge, UNS,CSKHPKV, Palampur for uploading in the University web-site
6. PA to Comptroller

Comptroller
CSKHPKV, Palampur.
13/4/2022

Comptroller
CSKHPKV, Palampur
13/4/2022



"Say YES to LIFE/ Say NO to DRUGS"
CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
General Administration Branch



No.QSD.3-31-CSKHPKV(GA)/ 24581
 Dated: Palampur, the

30 MAR 2022

From

Registrar

To

The Comptroller,
 CSK HPKV, Palampur

Subject: Proceeding of the meeting held on 05.03.2022.

Sir,

I am directed to refer to this office letter No. QSD.3-31/CSKHPKV (GA)/Vol.II/20747-52 dated 17.03.2022 and to enclose herewith letter No. Jt.Co.(Audit)/06/PLP/2022/33-47 dated 24.03.2022 alongwith its enclosures received from the Assistant Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur on the above subject for further necessary action, please.



Yours faithfully,

[Signature]
 Deputy Registrar (Admn.)
 CSKHPKV, Palampur.

Encls: As above.

Comptroller 31/3/2022
~~HR/Sof...~~ *Supr (8/1/22)*
 31/3/22
[Signature]
 31/3/22

CSK Himachal Pradesh Krishi Vishavavidyalaya Palampur.
No. Jt. Co.(Audit)/06/PLP/2022/- 33-47 Dated, Palampur the: 24.3.2022

To

✓ The Registrar,
CSK HPKV, Palampur.

Subject:- Proceeding of the meeting held on 05.03.2022- regarding Sr. No. 2 & 4.

Sir,

The proceeding of the meeting held on 05.03.2022 on the demand charter submitted by The Secretary, H.P. Agricultural University Teachers Association (HPAUTA), Palampur was issued by your good office vide letter No. QSD. 3-31/CSKHPKV(GA)/Vol-II/20747-52 dated 17.03.2022.

As per Sr.No.-2 & 4 of this proceeding, it was emphasized to device a check list for the adjustment of advances. In this context it is intimated that a check list of documents required was already circulated previously in the year 2008-09, but no documentation is being done as per ibid checklist (Copy enclosed).

Therefore it is once again requested to direct all the departments to follow the same in future before submitting the adjustment accounts in audit to avoid unnecessary delay in adjustment of advances.

Yours faithfully,

Assistant Controller (Audit)
Resident Audit Scheme,
CSKHPKV, Palampur.

No. Jt. Co.(Audit)/06/PLP/2022/- as above Dated, Palampur the: 24.3.2022
CC:-

1. The SVC, CSKHPKV, Palampur for the information of Hon'ble Vice-chancellor.
2. The Comptroller, CSKHPKV, Palampur, for information and necessary action.
3. The Director Extension Education, CSKHPKV, Palampur for information and necessary action.
4. The Director of Research, CSKHPKV, Palampur, for information and necessary action.
5. The Dean, COVAS COA COBS COCS and Dean Post Graduate, CSKHPKV, Palampur for information and necessary action.
6. The Librarian, CSKHPKV, Palampur for information and necessary action.
7. The Estate Officer, CSKHPKV, Palampur for information and necessary action.
8. The Secretary, HPAUTA VAASTANTU, CSKHPKV, Palampur for information.

Assistant Controller (Audit)
Resident Audit Scheme,



Expenditure Account of temporary advance of ₹ _____ dra
 by _____ in the month of _____ vide
 Voucher No. _____

Sr. No.	Contents of the particulars	Page No.	Remarks
1.	Date of drawl of advance		
2.	Date of completion of purchase/job/training		
3.	Sanction/Approval of the competent authority		
4.	Reference of supply/job order		
5.	Expenditure Statement as per provision of Rule 7.9 (C) of University Accounts Manual having full details of Bills, delivery challans, proofs of import, custom clearance documents etc.		
6.	Actual payee Receipt (APR).		
7.	Excise/Custom duty exemption report/certificate issued by the University Authority		
8. (i)	Inspection report by the committee on the bills.		
(ii)	Installation/Inspection Report, Warranty/Guarantee Report		
9.	Details of quotations/Rate contract/single quotation/price list etc. on the basis of which purchase has been made.		
10.	Proof of earnest money/performance security.		
11.	Cash book entry of unspent balance, if any.		
12.	List of participant along with details of material distributed (For Training/Workshop/FLD etc.) alongwith training schedule.		

D.D.O.

P.I.

Signature of advance H

Head of the Department