

Most Urgent  
Personal Attention

**CSK HIMACHAL PRADESH KRISHI VISHVAIDYALAYA PALAMPUR**

**BUDGET BRANCH**

No. QSD.Bud.6-50/CSKHPKV/20/-

Dated Palampur, the:

740-824  
06 JAN 2023

To

1. All Statutory Officers, CSKHPKV
2. All Head of Deptt./DDOs
3. All Associate Directors/Scientist Incharge, MAREC/HAREC/SAREC/RSS
4. All Programme Coordinators, KVKs in CSKHPKV

**Subject: Unspent amount – Refund thereof.**

Sir,

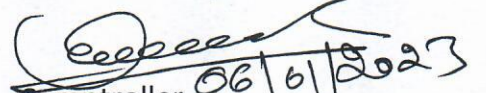
The need of timely utilization of funds especially in respect of AICRPs/Adhoc/Short term projects/Central Development Assistance is being emphasized from time to time. As all are aware that the amount available as unutilized at the concluding of concerned project is to be refunded to the funding agency. Recently, some of the Deptt. of the University has submitted the proposal for revalidation/refund of unspent amount to the funding agency.

In some of the cases, it has been noticed that huge amount remained unutilized at the close of the financial year and also at the time of concluding the project work. This practice has not been appreciated by the Hon'ble Vice-Chancellor.

You are also requested to ensure full utilization of allocated funds as on 31-03-2023 (itself) with nil balance failing which the responsibility for any unspent amount shall rest with the concerned department/ PI's of the project and will be viewed seriously.

This may be given personal attention.

Yours faithfully,

  
Comptroller, 06/01/2023  
CSKHPKV, Palampur (HP)

CC:-

1. Secretary to the Vice-Chancellor, CSKHPKV for information of latter.
2. The Joint Controller, State Audit, CSKHPKV, Palampur.
3. Incharge, UNS, CSKHPKV, Palampur for uploading the same on university website.
4. Guard File.