

Most Urgent  
Personal Attention

CSK HIMACHAL PRADESH KRISHI VISHVAIDYALAYA PALAMPUR

"BUDGET BRANCH"

No. QSD.Bud.6-50/CSKHPKV/23/-

14715-814

Dated Palampur, the:

24 MAR 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: Regarding Closing of financial year 2022-23.**

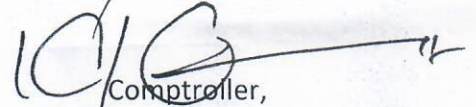
Sir,

As you are well aware that the current financial year 2022-23 is going to be close on 31-03-2023 and as per the directions of the Hon'ble Vice- Chancellor already circulated vide this office letter No. QSD.Bud.6-50/CSKHPKV/20/-5815-5914 dated 01-02-2023, you are requested to get all the bills/vouchers pertaining to your department/office/unit passed from the State Audit and proposals proceeded timely by deputing the concerned officer/official to the Head Office to avoid rush of work on the last working day i.e. 31-03-2023.

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

**This may be treated as most urgent and give personal Attention.**

Yours faithfully,

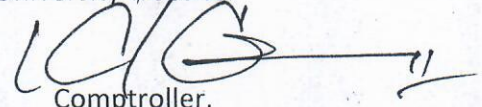
  
Comptroller,  
CSKHPKV, Palampur (HP)

**Endst. No. Even**

**Dated: Even**

Copy of above is forwarded to the following for information and necessary action.

1. Secretary to the Vice Chancellor, Palampur for information of the later.
2. The Pool Officer, CSKHPKV, Palampur. He is requested that two vehicles along with drivers may be made at the disposal of the Comptroller Office to facilitate the staff to transport during late hours on 31-03-2023.
3. The Deputy Controller (State Audit), CSKHPKV, Palampur. He is requested to ensure all the bills/vouchers submitted by the Departments/Offices/Units passed from his office well before or on the closing date i.e. 31-03-2023.
4. All the Assistant Registrar/Section Officers, O/o the Comptroller for strict compliance.
5. PA to the Comptroller, CSKHPKV, Palampur.
6. The Incharge, UNS, CSKHPKV, Palampur for uploading the same on University website.

  
Comptroller,  
CSKHPKV, Palampur (HP)