



CSK H.P. KRISHI VISHVA VIDYALAYA,
PALAMPUR
OFFICE OF THE COMPTROLLER



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No. QSD/COM/AA-2-6)/CSKHPKV/2023/- 16035-95 Dated: 31 MAR 2023

To

All the Statutory Officers,
All the Heads of Deptt. /DDo's
CSK HPKV, Palampur.

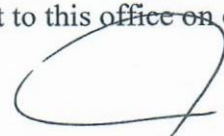
Subject:- Submission of receipt and payment account for the financial year 2022-23 along with reconciliation submission.

Sir/Madam,

Please refer to the subject cited above and to say that financial year 2022-23 is being closed on 31.03.2023. In order to prepare timely final account of the University for the Financial Year 2022-23 for the purpose of audit by SAD and filing Income Tax return for assessment year 2023-24 with the Income Tax Department and Department of GST (Good and Services Tax), all the Statutory Officers/ HODs and all DDOs working under their control are requested to kindly submit their receipt and payment accounts and Bank reconciliation statement along-with photocopies of bank statement and all the Bank Accounts opened by them on or before 15.04.2023, positively enabling us to finalize and consolidate all the accounts to be submitted by all concerned so that we may able to file statutory Income Tax/GST return within stipulated period. If the requisite accounts are not submitted within time and any penalty/interest for late filing of income tax returns are imposed by these authorities, the onus for such lapses will be shifted to the concerned authorities (Statutory Officer's/HOD's/ DDO's)

In view of the above discussed facts and circumstances, you are requested to send the Receipt and Payment account to this office on or before 15th April 2023, positively.

Treat it as 'Most Urgent'.

Yours faithfully,

Comptroller

30/03/2023

Copy forwarded to:-

1. The Secretary to the Hon'ble Vice-Chancellor, CSKHPKV, Palampur with the request that Hon'ble Vice-Chancellor may be apprised of the action taken by the Comptroller Office.


Comptroller