



CSK H.P.KRISHI VISHVAVIDYALAYA, PALAMPUR

"INSPECTION BRANCH"

OFFICE OF THE COMPTROLLER



No. QSD/3-1/Insp./CSKHPKV/2023/- 20029-113

Dated:- 27 APR 2023

To

All Statutory Officers, CSK HPKV.
All HODs & DDOs, CSK HPKV.
All Associate Directors/Scientist Incharges/ Programme Coordinators.

Subject: - Regarding adjustment of outstanding advances and outstanding paras.

Sir/Madam,

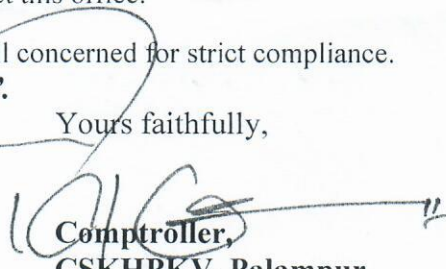
It has been observed that despite clear-cut provisions of rules and repeated letters/reminders issued by this office from time to time for early adjustment of outstanding advances, the progress in this behalf is unsatisfactory.

As per rules the advance should be adjusted within one month of the date of its drawl, therefore, these provisions should be made applicable strictly in all the cases where account of advances have not been submitted by the individual concerned. Further, the DDOs/HODs/Controlling officers must ensure that the advance payments be made in extreme emergent cases only and in normal cases, the purchases should be made on bill basis to reduce number of contingent advances. The contingent advances so drawn must be got finally adjusted from audit within the stipulated period as the provisions of the Accounts Manual and otherwise their responsibility will be fixed if they fail to adhere the instructions.

It is intimated to all the Heads of the departments/Incharges of stations that the **outstanding advances and outstanding Para(s)/audit requisitions will be adjusted/settled by the State Audit, Resident Audit Scheme, Palampur last week of every month** and all concerned departments/stations will submit progress to this office by every month. Any guidance, if required kindly contact this office.

These instructions may be brought to the notice of all concerned for strict compliance.
This may kindly be given "Personal attention".

Yours faithfully,


Comptroller,
CSKHPKV, Palampur.

Endst.No.

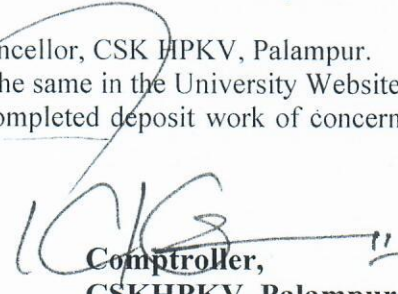
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Dated:

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Copy to:-

1. The Registrar, CSKHPKV, Palampur w.r.t. letter No. QSD.3-31/CSKHPKV (GA)/- 15635 dated 28.03.2023 and No.QSD.8-66/2022-CSKHPKV (GA)/ 17747 dated 06.04.2023.
2. The Deputy Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur for information and necessary action.
3. P.S. to V.C, for kind information of the Hon`ble Vice-chancellor, CSK HPKV, Palampur.
4. The Incharge, University Network System for uploading the same in the University Website.
5. The Executive Engineer (C), kindly issue the GUC of completed deposit work of concerned departments immediately for early adjustment outstanding advances.


Comptroller,
CSKHPKV, Palampur.