



CSK H.P. KRISHI VISHVAVIDYALAYA, PALAMPUR

"INSPECTION BRANCH"
OFFICE OF THE COMPTROLLER



No. 3-1(Vol-III)(Insp.)/Advance/CSKHPKV-2023/- 310 80-169 Dated: 21 JUN 2023

To

All the Statutory Officers, CSK HPKV.
All the HODs & DDOs, CSK HPKV.
All the Associate Directors/Programme Coordinators/Scientist Incharges,
HAREC/KVK/MAREC/RWRC/RSS.

Subject: - Monthly statement of outstanding advances and adjustment thereof.

Sir/Madam,

Attention is invited to this office letter No. QSD./3-1/Insp./AR/CSKHPKV/2020/- 5588-5670 dated 31.01.2023 on the above subject.

As per the provisions of Rule 14.15(a) of CSK HPKV, Accounts Manual the monthly statement of contingent advances is required to be furnished to this office by 15th of each month, even if the information happens to be nil in a particular month(s).

In order to ensure systematic and constant watch over the drawl /adjustment of advances, it is requested to furnish the requisite statement on the prescribed Performa already circulated by 15th of each month regularly, to enable this office to apprise the factual position of advance(s) to the Hon'ble Vice-Chancellor in respect of your department/office every month. It may also be ensured that no advance is drawn in anticipation of requirement and if under emergent circumstances it is to be drawn, it should be invested in such a way that university do not suffer loss on account of interest and the advance payments are made in extreme/emergent cases only. In normal cases the purchases must be made on bill basis to avoid volume of contingent advances.

You are therefore, requested to ensure adjustment of all advances drawn for execution of work on top priority. It is also added that the works yet to be completed be executed on top priority and get the advances of aforesaid works adjusted by taking up the matter with State Audit. The replies to this effect should reach this office within 15 days so that his goodself the Hon'ble Vice- Chancellor is apprised of and action is initiated accordingly.

The contingent advances so drawn must be got finally adjusted from the audit within that particular financial year as envisaged under Rule 7.9(a)(xi) of the CSK HPKV Accounts Manual.

The details of advances adjusted may kindly be submitted as per Performa given below:

Sr. No.	Financial Year	Date of Drawn Advance	E/P No.	Scheme	Purpose of Advance	Cont. (in Rs.)	Deposit Work (in Rs.)	Total	Adjusted	Balance	Date of Adjustment	Name of the official to whom adv. Paid	Remarks

These instructions may be brought to the notice of all concerned for strict compliance.

This may kindly be treated as "Most Urgent".

Yours faithfully,

[Signature]
Comptroller,
CSKHPKV, Palampur.

Endst.No. Even

Dated: Even

Copy to:-

- The Secretary to the Vice-Chancellor, CSK HPKV, Palampur.
- The Deputy Controller (State Audit), Resident Audit Scheme, CSK HPKV, Palampur.
- The Incharge, UNS, CSK HPKV, Palampur for uploading in the University website.

[Signature]
Comptroller,
CSKHPKV, Palampur.