



CSK H.P. KRISHI VISHVA VIDYALAYA, PALAMPUR

Office of the Comptroller

Budget Branch

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No. QSD.BUD./6-50(Misc.)/CSKHPKV/15

Dated Palampur, the:-

4224-4323

To

24 JAN 2024

All the Statutory Officers, CSKHPKV, Palampur, H.P.
All the Head of Deptts./ DDOs, CSKHPKV, Palampur. HP.P
All the Assoc. Directors/ Scientist Incharges, MAREC/HAREC/SAREC/RSS.
All the Programme Coordinators, KVKs in CSKHPKV.

Subject: Regarding closing of financial year 2023-24 and submission of bills thereof by 20th March, 2024.

Sir/ Madam

Your kind attention is invited to Deputy Controller (State Audit) letter No.Jt.Co(Audit)/PLP/2023/- 01-02 dated 03.01.2024 addressed to Comptroller and copy thereof endorsed to Secretary to Vice-Chancellor on subject cited above vide which he has intimated that the fourth quarter of financial year has started and all kind of bills/vouchers/ claims are required to be submitted to State Audit/ Internal Audit well in advance ensuring timely passing. It has been trend in previous years that most of the Departments put up their prolonged bills at the last moment of closing year which is not a good practice. The Audit has also expressed their concern for late submission of bills etc.

In view of above discussed facts and to avoid rush of work in March 2024, you are requested to ensure submission of bills/vouchers claims etc. before 10th march 2024 positively, so that the resident Audit could be able to pass the aforesaid bills/ vouchers/claims before 31st March without obstacles. As regards the sanctions in respect of purchases made or to be made by the Statutory Officers/HODs/Office/DDO level the same may be sent to Comptroller office before 25th Feb. 2024, so that the sanctions are issued in time.

Treat it as most urgent.

Issued after the concurrence of the competent Authority

Yours faithfully

Comptroller
CSKHPKV, Palampur.

Copy to:

1. Secretary to the Vice-Chancellor, CSKHPKV, Palampur for kind information.
2. The Deputy Controller, State Audit, CSKHPKV, Palampur.
3. PA to the Comptroller, CSKHPKV, Palampur.
4. All Asstt. Registrar/Section Officers/Superintendents of HQ.

5. The Incharge, LINS, CSKHPKV with the request to upload the above letter on the University website.

Comptroller
CSKHPKV, Palampur.