

**MOST URGENT**



CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA,  
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No.QSD.Bud.6-50(Misc.)/CSKHPKV/151-16534-16633

Dated: Palampur, the :-

23 MAR 2024

To

1. All the Statutory Officers, CSKHPKV, Palampur, H.P.
2. All the Head of Deptts./ DDOs, CSKHPKV, Palampur, H.P.
3. All the Associate Directors/ Scientist Incharges, MAREC/ HAREC/ SAREC/RRS, CSKHPKV.
4. All the Programme Coordinators, KVKs in CSKHPKV

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


Sir/ Madam,

As you are well aware that the current financial year 2023-24 is to be closed on 31.03.2024 as per directions of the Hon'ble Vice-Chancellor already circulated vide this office letter No. QSD.Bud.6-50(Misc.)/CSKHPKV/15/- 4224-4323 dated 24.01.2024. Therefore, you are once again requested to submit all the bills/ vouchers pertaining to your department/ unit passed from the State Audit on or before 26.03.2024 positively, except funds sanctioned after 26.03.2024, so that the resident Audit could be able to pass the aforesaid bills/ vouchers/ claims before 31<sup>st</sup> March, 2024 without any obstacles.

You are also requested to ensure full utilization of allocated funds as on 31.03.2024 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**

Yours faithfully,


  
Comptroller  
CSKHPKV, Palampur (HP)

**Endst. No. : Even**

**Dated: Palampur, the:- Even**

Copy to:

1. The Secretary to the Vice-Chancellor, CSKHPKV, Palampur for information, please.
2. The Deputy Controller, State Audit, CSKHPKV, Palampur, H.P.
3. PA to Comptroller, CSKHPKV, Palampur, H.P.
4. All the Assistant Registrar/ Section Officers/ Superintendents of HQ.
5. The Incharge, UNS, CSKHPKV with the request to upload the above letter in the University website.

  
Comptroller  
CSKHPKV, Palampur (HP)