

**Most Urgent**  
**Time bound**



**CSK H.P. KRISHI VISHVAVIDYALAYA, PALAMPUR**

**"INSPECTION BRANCH"**

**OFFICE OF THE COMPTROLLER**



No. QSD/3-1/Insp./CSKHPKV/2024/-

18771-860

Dated:-

04 APR 2024

To

All the Statutory Officers, CSKHPKV, Palampur.  
All the Heads of the Departments/Offices/Units in CSK HPKV.  
All Assoc. Directors/Programme Coordinators /Scientist Incharge  
HAREC/ KVKs/ RSSs/RRS/RWRC/MAREC.  
Deputy Controller (Audit), RAS, CSKHPKV, Palampur.

**Subject: Regarding Physical Verification of Store/Stock Articles Disposal off unserviceable material thereof.**

Sir/Madam,

It has come to notice of the University Authority that the unserviceable store/stock material (i.e. Wooden, Plastic, Iron, Electrical, equipments, instruments etc.) and e-waste material (strictly as per guidelines/instruction issued vide this office letter No.QSD.2-73/CSKHPKV-CPDU/E-Waste/23645-23744 dated 01.04.2021 and letter of even No.23745-84 dated 01.04.2021) is lying in different Departments/Units/premises of the University which has been viewed seriously. It is therefore, requested that the action to dispose off the obsolete, surplus or unserviceable articles may be processed as per provisions laid down in the CSKHPKV, Accounts Manual under Rule 28.39 to 28.43 and Chapter-7 of HPFR-2009 and completed by the month of April, 2024 positively after getting all the codal formalities completed under intimation to this office.

Yours faithfully,

**Comptroller,  
CSK HPKV, Palampur**

Endst. No.

Even

Dated:

Even

Copy forwarded to the followings for information and necessary action:

1. The Incharge, UNS, CSK HPKV for uploading in the University website
2. The Assistant Registrar office of the Comptroller, CSKHPKV, Palampur.
3. All the S.Os/ Supdts O/o Comptroller, CSKHPKV, Palampur.
4. PA to Comptroller, CSKHPKV, Palampur.

**Comptroller,  
CSK HPKV, Palampur**

**"Say Yes to Life/Say No to drugs"**