



CHAUDHARY SARWAN KUMAR HIMACHAL  
PRADESH KRISHI VISHVAVIDYALAYA,  
PALAMPUR - 176062(H.P.), INDIA  
BUDGET BRANCH, OFFICE OF THE COMPTROLLER



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No. QSD.Bud.6-50/CSKHPKV/2023/- 1513-97  
Dated Palampur, the:

09 JAN 2025

To

1. All Statutory Officers in CSKHPKV
2. All Head of Departments / DDOs in CSKHPKV
3. All Associate Directors/Scientist Incharge, MAREC/HAREC/ SAREC/RSS in CSKHPKV
4. All Programme Coordinators, KVKs in CSKHPKV

**Subject: Closing of financial year 2024-2025- thereof.**

Sir,


The need of timely utilization of funds especially in respect of AICRPs / Adhoc / Short term projects / Central Development Assistance is being emphasized from time to time. As all are aware that the amount available as unutilized at the concluding of concerned project or at the end of financial year is to be refunded to the funding agency. Recently, some of the departments of the University have submitted the proposals for revalidation / refund of unspent amount to the funding agency. In some of the cases, it has been noticed that huge amount remained unutilized at the end of the financial year and also at the time of concluding the project work. This practice of non-utilization of funds is not healthy one and has not been appreciated by the Hon'ble Vice-Chancellor.

Therefore, you are requested to ensure full / optimum utilization of allocated funds as on 31-03-2025 (itself) with nil balance failing which the responsibility for any unspent amount shall rest with the concerned department / PI of the project and will be viewed seriously.

Further, to avoid rush of work in the month of March during the current financial year, it is requested that the purchase case(s) of your Deptt. / Office (if any) be submitted to this office before 25<sup>th</sup> February 2025 positively. No expenditure sanction will be entertained after 25<sup>th</sup> February except for funds sanctioned in the month of March itself.

This may be treated as most urgent and given personal attention.

Yours faithfully,

  
Comptroller,  
CSKHPKV, Palampur (HP)

CC:-

1. Secretary to the Vice-Chancellor, CSKHPKV for information, please.
2. The Joint Controller, State Audit, CSKHPKV, Palampur for information, please.
3. PA to the Comptroller, CSKHPKV, Palampur (HP).
- ✓ 4. The Incharge, UNS, CSKHPKV, Palampur for uploading the same on university website.
5. Guard File.