



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



Telephone: 01894-230364

Fax: 01894-230364

Email: comptroller@hillagric.ac.in

No. QSD.Bud.6-50/CSKHPKV/2023/-

Dated Palampur, the:

5367-5451

28 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,

As you are well aware that the 4th / last quarter of the financial year 2024-2025 has been started. In this context, you are requested to get all the bills/ vouchers/ claims pertaining to your Department/ Research Station passed from the State Audit before 15th March, 2025 positively by deputing the concerned officer/official so as to avoid rush of work in the month of March itself. You are further requested to submit the prolonged bills / vouchers in the State Audit before 31st January, 2025 and bills pertaining to the month of February & March before 15th March, 2025.

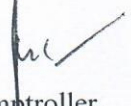
Moreover, it is also intimated that no bills will be entertained in the State Audit after 15th March, 2025 except for the funds sanctioned after 15th March, 2025.

In addition to this you are further directed to adhere to the instructions given vide this office letter No. QSD.Bud.6-50/CSKHPKV/2023/-1513-97 dated 09.01.2025 (copy enclosed).

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

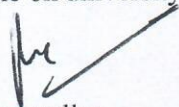
Yours faithfully,

Encls: As above


Comptroller,
CSKHPKV, Palampur (HP)

Copy to:

1. The Secretary to Vice-Chancellor, CSKHPKV for information of the Hon'ble Vice Chancellor, CSKHPKV, Palampur, please.
2. The Joint Controller, State Audit, CSKHPKV, Palampur w.r.t. letter No. Jt.Co(Audit)/PLP/2025/-07-08 dated 22.01.2025 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.


Comptroller,
CSKHPKV, Palampur (HP)



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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
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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 25th February 2025 positively. No expenditure sanction will be entertained after 25th 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.
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