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

7547-7630 Dated Palampur, the:

10 FEB 2025


CIRCULAR

The instructions for processing purchase cases in accordance with the prescribed rules and procedures have been issued by this office from time to time. However, it has been observed that some of the Departments/Units of the University are not adhering to the prescribed procedures for the procurement for items and cases seeking ex-post-facto approval from the Competent Authority after the purchases have already been made are still being received.

It has also been observed that no justification is provided for not adhering to the prescribed formalities while seeking ex-post-facto sanction, except that the State Audit Department has raised objection. Additionally, it has been observed that some departments procure items based on single quotation without obtaining prior approval from the Competent Authority, and subsequently submit cases for sanction without offering valid justification, which is a violation of financial rules.

It is, therefore, emphasized that this practice may be stopped forthwith. All purchases should be made strictly in accordance with the prescribed procedures, ensuring that prior approval from the Competent Authority is obtained, wherever necessary. In cases, where prescribed formalities could not be completed in advance due to some reasons, the case for ex-post-facto sanction must be accompanied with complete justification and explanation of the circumstances leading to the decision to procure the items without following prescribed procedures.

The contents of this circular may be disseminated to all concerned for information and compliance.

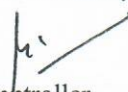
  
Comptroller,  
CSKHPKV, Palampur (HP)

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**Dated Palampur, the: Even**

Copy 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.
5. The Secretary to Vice-Chancellor, CSKHPKV for information of the Hon'ble Vice-Chancellor.
6. The Joint Controller, State Audit, CSKHPKV, Palampur.
7. PA to the Comptroller, CSKHPKV, Palampur (HP).
8. The Incharge, UNS, CSKHPKV, Palampur for uploading the same on university website.
9. Guard File.

  
Comptroller,  
CSKHPKV, Palampur (HP)