

Most Urgent/Personal Attention



CSK H.P. KRISHI VISHVAVIDYALAYA, PALAMPUR
"INSPECTION BRANCH"
OFFICE OF THE COMPTROLLER



QSD.Insp.4-36/CSKHPKV/2019/- 15602-86

Dated, Palampur, the:

To

All the Statutory Officers, CSK HPKV
All the HODs & DDOs, CSK HPKV,
Palampur.

06 APR 2019

Subject: - Regarding drawl of advances.

Sir,

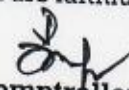
It has been observed that despite the procedure laid down in Chapter-7 of the CSK HPKV, Accounts Manual (Part-I) and instructions issued to all Units/Departments from time to time, the quantum of temporary advances drawn by the various Departments has not come down but is rather increasing day-by-day as pointed out by Audit in the Audit Report for the year 2016-17. Also recently, some such type of cases has been brought to the notice of the undersigned by the Deputy Controller(Audit) vide his **Audit requisition No.37 dated 29.03.2019.**

There is a tendency with maximum Departments/Units of the University to draw advances at the fag end of the year just to utilize the available funds. It is pertinent to mention here that a substantial amount which was drawn as advance during the fag end of the year was not adjusted during the same financial year. The Audit has further pointed out that all the advance drawn by the various Departments are booked as expenditure of that financial year in which these were drawn and GUC's are presented by the different Departments and issued by the Audit accordingly. The matter of booking the advances to final head as expenditure is not a healthy practice and is to be avoided. Chapter-7 of the Accounts Manual of the University elaborates a detailed procedure for the drawl/speedy adjustment of advances.

In view of the above, it is enjoined upon all concerned to make all out efforts to adjust the advances which are still outstanding so that the quantum of temporary advances is reduced.

These instructions may please be brought to the notice of all concerned for strict compliance in future. Any deviation from the rules/instructions shall be viewed seriously and the person concerned shall be held responsible for the consequences.

Yours faithfully,


Comptroller
CSK HPKV, Palampur.

Encls As above.

Endst. No. Even.

Dated: Even

Copy to:

1. The Deputy Controller (Audit) RAS, CSK HPKV, Palampur for information.
2. P.S. to Vice-Chancellor, CSK HPKV, Palampur for information.
3. The Incharge, UNS, CSK HPKV, Palampur for uploading in university website.


Comptroller