

QSD.Insp.3-1/CSKHPKV/Vol-II/- 34284-373
CSK H.P. Krishi Vishavavidyalaya, Palampur
"Inspection Branch"

19 JUL 2018

Dated, Palampur, the:

To

All Statutory Officers, CSK HPKV.
All HODs & DDOs, CSK HPKV.
All Associate Directors/Scientists/Incharge/ Programme Coordinators.

Subject: - Drawl and adjustment of temporary contingent advances.

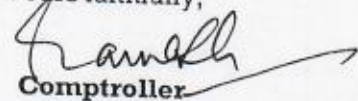
Sir/Madam,

Your kind attention is invited to the provision contained in the Chapter-7 of CSK HPKV Accounts Manual regarding drawl and adjustment of temporary contingent advances and instructions issued in this regard from time to time.

It has been observed that despite of clear cut provisions and instructions, the accounts of advances are not being got rendered from the advance holder(s) within seven days from the date of completion of the work for which advance was drawn/taken alongwith unspent balance, if any, by the DDOs as per provisions laid down under rule 7.9(c)(i) of CSK HPKV Accounts Manual and also no action is taken for stoppage of salary of the advance holders as per the provisions of the rules 7.9(a)(viii). Further as per provisions laid down under rule 7.9(a)(iii) & (d)(iii) of CSKHPKV, Accounts Manual, it is the duty of the DDO/Head of the unit concerned to ensure proper adjustment of account of advance by rendering timely account by the advance holder(s). In case of delay to refund the unspent balance, penal interest @ 18.5% as approved by the Board of Management and notified vide notification No. Insp.3-1/99-HPKV/-9072-9165 dated 02.02.2000 should be recovered from the advance holder at fault and the advance should be got adjusted within a month of their drawl. As far as possible no advance should remain unadjusted at the end of the financial year i.e. 31st March of every year. Further the provisions of the rules 7.9(a) (iii), (viii) and (xi) should also be followed for sanctioning/recommending of second or subsequent advances.

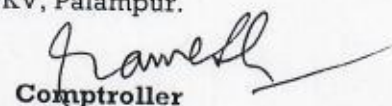
In view of the above, it is emphasized upon all concerned that the above provisions be strictly adhered to and all advances lying pending with the DDOs should be got adjusted from the audit within one month from the issue of this letter. In case of failure to do so by the advance holder, action to stop the salary be initiated and intimated to Deputy Registrar(Pay Cell) before 20th of each month. Similarly, in case of DDOs who fail to get the account rendered by the advance holder(s) adjusted from the audit, their salary will also be withheld. Further, every DDO will send compliance by 20th of each month to Deputy Registrar (Pay Cell) to the effect that no temporary contingent advance is outstanding beyond the prescribed limit in respect of his office so as to enable the Deputy Registrar (Pay Cell) to draw the salary of the staff.

Yours faithfully,


Comptroller

CC:

1. The Private Secretary to V.C., CSK HPKV, Palampur for the kind information for the Hon'ble Vice-Chancellor.
2. The Deputy Registrar, Pay Cell/Budget, CSK HPKV, Palampur.
3. The Deputy Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur.


Comptroller