

CSK H.P.KRISHI VISHVAVIDYALAYA, PALAMPUR  
"INSPECTION BRANCH"

Personal Attention  
Most Urgent/Time Bound

No. 2-1-36(Insp.)/CSKHPKV-2018/- 34374-473 Dated:

19 JUL 2018

To

All Statutory Officers, CSK HPKV.  
All HODs & DDOs, CSK HPKV.  
All Associate Directors/Scientist Incharges/ Programme Coordinators.

**Subject: -** Special drive for settlement of outstanding Audit paras/audit requisitions adjustment of outstanding advances incorporated in Audit Report for the year 2015-16 of the Director, Local Audit Department, H.P. Shimla.

Sir/Madam,

I am to intimate you that in the 117<sup>th</sup> meeting of Finance Committee held on 07.07.2018 the Finance Committee has desired that special drive for settlement of audit paras/requisitions and outstanding advances may be conducted to settle maximum numbers of audit paras/requisitions and advances. Accordingly to get the long outstanding audit paras/requisitions and adjustment of outstanding advances, the special campaign w.e.f.16.08.2018 to 31.08.2018 has been chalked out in consultation with the Deputy Controller (Audit) detail of office/department wise are overleaf.

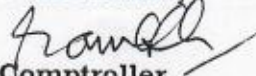
All concerned are, therefore, requested to put up the relevant records alongwith annotated replies and adjustment cases complete in all respects relating to outstanding audit paras/requisitions and adjustment of outstanding advances alongwith compliance to the audit on the scheduled date for settlement. It must be ensured that all outstanding audit paras/requisitions and adjustment of outstanding advances are got settled/adjusted on the stipulated dates. If required, factual position of the cases may be explained personally to the audit by the HODs/DDOs/advance holders (as the case may be) to ensure settlement/adjustment of maximum paras/requisitions & advances.

Progress made in this regard may be intimated to this office (*Inspection Branch*) by the dealing assistant on the same day or next day positively including therein details of year wise audit paras/requisitions got settled/amount of outstanding advances got adjusted from audit.

It may please be noted that responsibility for non-settlement of long outstanding audit paras/requisitions and adjustment of outstanding advances will rest upon the respective HODs/DDOs/advance holders.

**This may be given personal attention and treated as most urgent & time bound.**

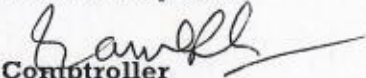
Yours faithfully,

  
Comptroller  
CSK HPKV, Palampur

Endst. No. Even Dated: Even

Copy to:

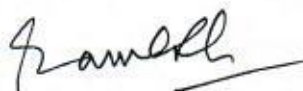
1. The Deputy Controller (Audit), Resident Audit Scheme, CSK HPKV, Palampur w.r.t. his letter No. Jt.Co(Audit)/1-37/PLP/2018/-117-18 dated 12.07.2018. He is requested to extend his full cooperation in the matter, please.
2. The Deputy Registrar/Section Officer(s)/Superintendents(s) Headquarter, for information and necessary action.
3. PS to Hon'ble Vice-Chancellor, CSK HPKV, Palampur for information, please.

  
Comptroller  
CSK HPKV, Palampur

P.T.O.

**Time Schedule w.e.f. 16.08.2018 to 31.08.2018**

<b>Sr. No.</b>	<b>Departments</b>	<b>Date</b>
1.	i) Dean, COA ii) All Departments under control of Dean, COA	16 & 17.08.2018
2.	i) Dean, COHS ii) All Departments under control of Dean, COHS iii) Dean, COBS iv) All Departments under control of Dean, COBS	18.08.2018
3.	i) Dean, COVAS ii) All Departments under control of Dean, COVAS	20.08.2018
4.	i) Registrar Office ii) Student Welfare Organization iii) Library	21.08.2018
5.	i) Comptroller Office ii) Dean, PGS iii) Directorate of Research	23.08.2018
6.	i) Director of Extension Education ii) Estate Office iii) Construction Division	24 & 25.08.2018
7.	i) All Krishi Vigyan Kendra ii) All SAREC/MAREC/RSS/RWRC	27 & 28.08.2018
8.	i) All HAREC	29.08.2018
9.	Rest of the department & spare time for all departments of the University	30 & 31.08.2018

  
**Comptroller**  
**CSK HPKV, Palampur**