



Dr. Yashwant Singh Parmar University of Horticulture & Forestry
Office of the Comptroller, Planning & Budget Branch
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No.UHF/Bud/2-59/R/F/2022/- 2319-2359 **Dated: Nauni, the 17/05/2023**

To

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, College of Horticulture & Forestry, Neri, Distt Hamirpur (HP).
3. The Dean, College of Horticulture and Forestry, Thunag, District Mandi.
4. All the Heads of the Departments/Offices, UHF, Nauni, Solan.
5. All the Associate Directors (R&E)/ Incharges, outstations/KVKs.

Subject: Revised procedure for the implementation of Revolving Fund scheme(s) in the University.

Sir/Madam,


In supersession of this office letter of even No. 4564-4604 dated 01.08.1998, on the recommendations of the committee constituted for the purpose, the revised guidelines/procedure for the implementation of Revolving Fund scheme(s) in the University has been approved by the Hon'ble Vice-Chancellor for the smooth operation of field activities under Revolving Fund schemes. The revised guidelines/procedure for the implementation of Revolving Fund scheme(s) in the University are as under:

1. Every department holding Revolving Fund will operate account itself for which the HOD/Offices will be allowed to open bank account to deposit the income and to draw the money at his own level. For each Revolving Fund scheme separate bank account will be opened and separate bank ledger is to be maintained.
2. The amount of Revolving Fund is to be put in for recurring/non-recurring expenditure of the scheme. The bank ledger to be maintained for each scheme will be closed monthly and tallied with the Bank Pass Book/Account
3. In addition to normal expenditure w.r.t. particular revolving fund for the proposed activities, the non-recurring expenditure on following heads can also be booked under the revolving Funds schemes wherever required, subject to completion of all codal formalities:
 - i) Maintenance of Building and repair/up-gradation of field stores.
 - ii) Purchase/repair/hiring of vehicles with POL charges.
 - iii) Purchase of minor equipment(s)/repair/maintenance up to 5.00 lakh.
 - iv) Purchase of Chemicals/Glassware and pesticides for field purpose.
 - v) Up-gradation/repair of access roads/paths/water channels of the farms.
 - vi) Computer and accessories for field data record/up- gradation/maintenance of data over the years.
4. The revival of the revolving fund will not be required at all. The expenditure to be incurred out of the revolving fund will be subject to sanction of the competent authority and the pre-audit of bills.
5. All money transactions will have to be routed through the cash book already maintained in the respective department.

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6. At the end of financial year, the HOD (Revolving Fund holding Department) will prepare an annual income and expenditure account based on the monthly accounts and also detail of Revolving Fund indicating cash in Bank and store/stock etc. with the deptt. and send the same to the Comptroller for the appraisal of the Hon'ble Vice-Chancellor. The excess income under Revolving Fund scheme, if any, will be carried over to the next financial year and will be treated as source for incurring expenditure during the year. The expenditure will not exceed the total fund available in the scheme.
7. The department will make concerted efforts accelerate more and more income and make the unit viable. The unit/department will refund 10% of the principal amount of revolving fund every year to the Comptroller after a moratorium of two years.
8. The Revolving Fund holding department will be encouraged to strengthen the project activities after assessing/evaluating the progress achieved from time to time.
9. Proper utilization of the fund will be the sole responsibility of the Controlling Officer concerned and if there will be loss in the revolving fund, the scheme will be withdrawn.
10. Separate crop register/stock register is required to be maintained for each revolving fund scheme.
11. The departments/Stations who have not been sanctioned the revolving fund earlier may also submit their proposals with full justification, if they desire so, for consideration/approval. It is also discussed that the revolving fund seed money may be enhanced up to Rs.10.00 lakhs as per the need of the concerned departments/stations.
12. These rules will be applicable to the Revolving Fund scheme sanctioned by the University.

Yours faithfully,



[D.S. Chauhan]
HPF&AS
Comptroller

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Dated: Nauni the; 17/05/2023

Copy is forwarded for information and necessary action to: -

1. The Director of Research, UHF, Nauni w.r.t. letter No.UHF/DR/VI-21/2015/V-1/-664 dated 11.05.2023.
2. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
3. The Deputy Controller (Audit), UHF, Nauni, Solan (HP)
4. The Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
5. The Assistant Registrar, IIW/Pension, UHF, Nauni, Solan (HP).
6. The Section Officer, Pension Cell/IIW/Accounts, UHF, Nauni, Solan (HP).
7. All the Dealing Assistants, Planning & Budget Branch, O/O the Comptroller, UHF, Nauni (Solan).
8. Guard file.


[D.S. Chauhan]
HPF&AS
Comptroller