



No.UHF/Bud/2-36/Vol-VII/2019/- 4003-4043

Dated : 15/06/2023


## OFFICE ORDER

It has been observed by the undersigned that write off cases of unserviceable store/stock articles are being simply pushed to this office without proper scrutiny. It seems that write off cases are being dealt lightly without examining. Such an unhealthy practice involves unnecessary correspondence and precious time at both the ends.

It is, therefore, emphasized upon all the Statutory Officers/HODs/ADRs /Incharges of Outstations/KVKs to direct the concerned dealing hands to forward write off cases only after ensuring proper scrutiny so that the cases are cleared promptly without unnecessary delay. Moreover, the following points/checklist may be kept in view while scrutinizing such cases:

- i) The book values inclusive of taxes (if any) should be mentioned clearly as per store/stock registers in the list(s), and should not be rounded off to nearest integers.
- ii) The quantities/totals mentioned in the list(s) must be correct.
- iii) There shall not be any variation in the amounts mentioned in the list(s) attached and the reports signed by the Condemnation Committee.
- iv) Hand written details of items should be avoided in order to maintain legibility.
- v) Cutting/correction if any made in the details, must be attested by the competent officers.
- vi) All the pages of the list(s) of items recommended for auction lists should be signed by the concerned committee members.

The above instructions/guidelines may be noted both in letter and spirit.

  
[D.S. Chauhan]  
HPF&AS  
Comptroller

Endst. No. As Above

Dated: Nauni, the 15/06/2023

Copy of the above is forwarded to the following for their information and necessary action:-

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 at Thunag, District Mandi.
4. All the Heads of the Departments/Offices, UHF, Nauni, Solan.
5. All the Associate Directors (R&E)/ Incharges outstations including KVKs.
6. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
7. The Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
8. The Assistant Registrar, IIW/Pension, UHF, Nauni, Solan (HP).
9. The Section Officer, Pension Cell/IIW/Accounts, UHF, Nauni, Solan (HP).
10. The Superintendent, Pay Cell, UHF, Nauni, Solan (HP).
11. Guard file.

  
Comptroller