



No.UHF/Bud/2-36/Vol-VII/2019/- 2024-24


Dated : 08/09/2023

OFFICE ORDER

It has been observed by the undersigned that the Dealing Assistants of various offices/departments/out stations are not following the instructions issued from time to time while submitting the bills for issue of cheques in this office. It has been observed that there are some issues with the bills, therefore, to ensure a smoother and more efficient financial operation, it is necessary to follow the following guidelines while submitting the bills for issuing cheques:-

1. Ensure that bills are submitted without any cuttings, erasures, or corrections made using white fluid. Any errors should be rectified by submitting a new, corrected bill.
2. It is essential that each bill includes the relevant schemes codes and nomenclature. This information is vital for accurate financial record-keeping and allocation.
3. Every bill should clearly state the booking code associated with the transaction. This helps in the proper categorization of expenses and allocation of funds.
4. Bills should reflect the balance position accurately, especially when dealing with ongoing projects or multiple expenses within a specific allocation. Any changes in the balance should be clearly communicated.

The above instructions may be noted for compliance to maintain the integrity of our financial records and ensure a smooth financial workflow within the university.


[D.S. Chauhan]
HPF&AS
Comptroller

Endst. No. As Above

Dated: Nauni, the 08/09/2023

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.


06/09/23
Comptroller