



**Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Comptroller, Planning & Budget Branch
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No. UHF/Bud/2-36/Vol.-VIII/2023/- 10075-10114 Dated: Nauni the: 30-12-2025

OFFICE ORDER

It has been observed that a substantial amount of funds is lying unutilized in various accounts of the University, including Fixed Deposits, Revolving Funds, Dean's Accounts, SWO Accounts and Self-Financing Accounts. These funds are required to be utilized judiciously and strictly in accordance with the prescribed norms and for the purposes for which they were sanctioned.

The State Finance Department, during review meetings and considering the proposals of the university for additional Grant-in-Aid, has expressed serious concern over large sums being kept in long term Fixed Deposits. The Department has directed that such funds must either be utilized for their intended purposes within the current financial year or, if found surplus, should be deposited into the University Receipts Account for proper and timely utilization.

In view of the above, and to avoid audit and Finance Department objections, All functionaries of the University shall ensure that University funds are not kept in the form of Fixed Deposit Receipts (FDRs) for a period exceeding six (06) months. Funds kept in FDRs must be planned in such a manner that they are utilized within the respective financial year. Proper financial planning shall be ensured so that funds are utilized efficiently and in accordance with approved objectives and financial rules. The Deans of the Colleges, and the Dean, Students' Welfare are, however, permitted to Invest student related funds, including security deposits and similar funds, in long-term Fixed Deposits, wherever justified and permissible under the rules.

All concerned are directed to adhere to these instructions scrupulously. Any deviation from the above may attract audit objections and administrative action as per rules.

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Comptroller

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Dated: Nauni, the:

Copy is forwarded for information and necessary action to: -

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, COH&F, Neri, Distt Hamirpur (HP).
3. The Dean, COH&F at Thunag, District Mandi (HP).
4. All the Head of the Departments/Offices UHF, Nauni, Solan (HP).
5. All the Associate Directors (R&E)/Incharges Outstations including KVKS (HP).
6. The Officer Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Joint Controller (Audit), UHF, Nauni (Solan).
8. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
9. The Section Officer, Pay Cell/Accounts/IIW, UHF, Nauni, Solan (HP).
10. Guard File.

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Comptroller