

HIMACHAL PRADESH UNIVERSITY
(NAAC Accredited 'A' Grade University)
"COMPILATION BRANCH"
Summer Hill, Shimla-171005

No.HPU/Fin/Comp/Bank Accounts/FDRs

Dated: 24.06.2026

OFFICIAL CIRCULAR

Subject: Requisition for information and records regarding the audit of bank accounts and Fixed Deposit Receipts (FDRs) maintained within the H.P. University.

Pursuant to Requisition No.01 dated 18.06.2026 (enclosed) received from O/o the Principal Accountant General (Audit), Shimla-171003; all Directors, Chairpersons and Head of the Departments/Offices/Centers/Institutes of the H.P. University are hereby requested to provide comprehensive details of all Bank Accounts and Fixed Deposit Receipts (FDRs) operated or maintained under their respective jurisdictions. The requisite information must be compiled strictly as per Requisition as well as in the prescribed format (ANNEXURE-I) enclosed herewith which must reach to the office of the undersigned latest by **27.06.2026**, both in hard copy and via email at comphpu@gmail.com in Excel format.

Non-compliance, incomplete information or any delay in submitting this information will be viewed seriously and reported to the higher authorities for initiating appropriate action as per rules. The concerned HOD/Officer-in-Charge shall bear personal and exclusive responsibility for any administrative complications arising out of delayed or deficient submissions.

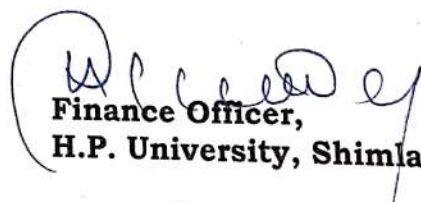

Finance Officer,
H.P. University, Shimla-5.
Dated: 24.06.2026

Encl. As above.

Endst. No. Even.

Copy of the above is forwarded for information and strict compliance to:

1. All the Deans of Faculties / Dean of Studies, HPU, Shimla-5.
2. All the Chairpersons/Directors of Teaching Departments/Institutes, HPU.
3. The Director, CDOE / UCBS / UILS / Regional Centre, Dharamshala.
4. The Controller of Examinations / Registrar, HPU, Shimla-5.
5. The Deputy Controller (F&A), HPU, Shimla-5.
6. The Joint Controller / Deputy Controller (SAD), HPU, Shimla-5.
7. SPS to the Vice-Chancellor / Pro-Vice-Chancellor for the kind information.
8. Ms. Surekha, JOA (IT), Compilation Branch, with the directions to compile & consolidate the information provided by the quarter concerned as per Requisition.
9. The Senior Audit Officer, O/o the Pr. Accountant General (Audit), H.P. Shimla-171003 (Email: muneshk.hmp.au@cag.gov.in) for information.
10. The Web Administrator, HPU, with the request to upload this circular on the University website.


Finance Officer,
H.P. University, Shimla-5.



Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla-171003



भारत सरकार
भारतीय लेखा तथा लेखापरीक्षा विभाग
प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, शिमला-171003

Requisition No. 01

Dated:18-06-2026

To

The Finance Officer,
Himachal Pradesh University,
Summer Hill, Shimla.

Subject: Information and records required for audit of bank accounts and fixed deposits operated / maintained by your office.

Sir / Madam,

With a view to examining the management of funds kept in bank accounts and fixed deposits operated / maintained by your office, the following information and records are required for audit purposes. You are requested to furnish them, complete in all respects and duly supported by self-attested copies of the relevant records.

2. A complete statement of ALL bank accounts (savings, current and others) and fixed / term deposits operated or held by your office in ANY bank and for ANY purpose (scheme funds, grants, deposits, registration / CFC / own funds, interest, etc.) as they stood on 31.03.2024, 31.03.2025 and 31.03.2026, may be furnished in the proforma at Annexure-I. Accounts / deposits closed during this period may also be included, indicating the date of closure.
3. In addition, the following may be furnished in respect of the accounts / deposits so listed:

PART A — Fixed / Term Deposits

(for every fixed / term deposit that matured, was prematurely withdrawn, closed or renewed, during 2023-24 to 2025-26)

- (i) Whether the maturity proceeds (principal together with interest) were credited to the authorised bank account / Government account of the office:- furnish the fixed-deposit receipt / certificate, the bank statement evidencing the credit, and the closure entry.
- (ii) If prematurely withdrawn :- the reasons, the approval of the competent authority, and the manner of utilisation of the proceeds.
- (iii) If renewed / auto-renewed :- the renewed certificate and the present balance.
- (iv) If transferred to another account or head:- the cash-book / ledger entries, journal vouchers, and the particulars of the account to which the amount was transferred.
- (v) If utilised / spent:- the sanction of the competent authority, vouchers, and bank statements.
- (vi) The amount of interest earned and the head of account to which it has been credited.

PART B — Accounts operated away from the office

(for every account operated at a bank branch other than the branch nearest to the office)

- (i) The reasons for operating the account at that branch instead of the nearest / local branch.



(ii) The account-opening sanction / authority and the list of authorised signatories, and the purpose of the account.

(iii) The bank statements from 01.04.2023 to date and the present balance.

PART C — Accounts / deposits in Small Finance Banks or Payment Banks

(for every account / deposit held in a Small Finance Bank or a Payment Bank)

(i) The authority / sanction under which Government funds have been placed in such a bank, and whether the bank is amongst those approved by the State Government / Finance Department for keeping public money.

(ii) The account-opening documents, the deposit / account certificate(s), and the bank statements for the three years.

PART D — General (for every account)

(i) The source of the funds and the authority / sanction for opening and operating the account outside the Government Account.

(ii) Whether the account is recorded in the office cash book and periodically reconciled, and the accounting of interest earned.

4. The information, duly supported by self-attested copies of the relevant records (fixed-deposit certificates, bank statements / pass-books, cash-book and ledger extracts, sanctions, utilisation certificates, etc.), may please be furnished to this office within two days of receipt of this letter. Where any point is not applicable, a "Nil" / "Not applicable" reply may be recorded against it. Non-receipt within the stipulated period shall be viewed adversely and reported accordingly.

5. This may please be treated as MOST IMPORTANT.

Yours faithfully,

-Sd/-

(Munesh Kumar)

Senior Audit Officer,

AMG-I, O/o the Pr. Accountant General (Audit), H.P., Shimla.

