

8

OFFICE OF THE COMPTROLLER :::::::ASSAM AGRICULTURAL UNIVERSITY
JORHAT – 785013.
Memo No.AAU/Bt-2/CP-29/2012-13/CM Dated The 29th March, 2021

OFFICE MEMORANDUM

Whereas every efforts are made inspite of shortage of manpower to post an Assistant Comptroller in all the heads of offices in the various campuses of Assam Agricultural University i.e. main campus and Khanapara Campus.

Whereas it is observed that in some cases files are forwarded to this end for according sanction without routing through the Assistant Comptrollers posted in the respective offices, it is hereby impressed upon all Deans, Directors, DPP etc. to forward files for according sanction by Vice-Chancellor only after obtaining views of Assistant Comptrollers.

The same procedure should be followed while re-endorsing the files against queries raised by the Comptroller's office against any proposed sanction.

The Assistant Comptrollers on their turn should scrutinise the proposal meticulously with particular reference to existing rules and procedures, the provision of Assam Public Procurement Rule-2020, General Financial Rules, Central Vigilance Commission Guidelines etc. besides clearly indicating the head/sub-head chargeable, budget provision, balance fund available against the head/sub-head.

This has the approval of Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.

This will come into force w.e.f. 01.04.2021.

Sd/-
Comptroller
Assam Agril. University
Jorhat-13.

No.AAU/Bt-2/CP-29/2012-13/CM 9486 - 548 Dated The 29th March, 2021

Copy to :-

1. The Secy. to The Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.
2. The Registrar, Assam Agril. University, Jorhat-13.
3. All Deans/Directors/DPP/ Assistant Comptrollers, Assam Agril. University, Assam Agril. University, Jorhat/Khanapara Campus.
4. Office Copy.


Comptroller
Assam Agril. University
Jorhat-13.