

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

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

Dated: 22/07/2026

OFFICIAL CIRCULAR

Subject: Commencement of Post Audit of Accounts for the Financial Year 2021-22 – Maintenance and Readiness of Records.

It is brought to the notice of all the Chairpersons, Directors, Head of Departments, Officers, and Section In-charges of Himachal Pradesh University that the post audit of accounts for all departments/sections for the Financial Year 2021-22 is scheduled to commence shortly. The audit exercises will be conducted by the Joint Controller (Audit), Resident Audit Scheme, HP University. To ensure the smooth, efficient, and timely completion of the post-audit proceedings, all concerned departments and sections are hereby strictly directed to update, compile, and keep ready all relevant financial and administrative records for the aforementioned period. The required records include, but are not limited to, the following documents:

1. Updated Cash Books (Main and Subsidiary)
2. Complete Voucher Files (Receipt and Payment vouchers along with supporting bills)
3. Bank Account Statements and Bank Reconciliation Statements (BRS)
4. Fixed Deposit Receipt (FDR) Statements and Registers
5. Stock/Inventory Registers (Consumable and Non-consumable)
6. Grant-in-Aid Registers and Utilization Certificates (UCs)
7. Budget Allocation and Expenditure Control Registers
8. Any other auxiliary records relevant to the financial transactions of FY 2021-22

All Heads of Departments and Section In-charges must ensure their personal cooperation and instruct their dealing assistants to remain present with the records during the audit visits to avoid any administrative delay or audit objections. Non-compliance or delay in producing the records will be viewed seriously and reported to the higher authorities for appropriate action as the issue has also been viewed seriously by the Court of University in its meeting held on 14.07.2026 under the Chairmanship of His Excellency, the Governor of Himachal Pradesh.

Encl. As above.
Endst. No. Even.

Copy to:

1. The Registrar, HPU, Shimla-5 for information.
2. The SPS to Vice-Chancellor/Pro-Vice-Chancellor for kind information.
3. All Chairpersons/Directors/Heads of teaching and non-teaching Departments, HPU, Shimla-5 for strict compliance.
4. The Joint Controller (Audit), Resident Audit Scheme, HPU for information.
5. The Web Administrator, HPU, with the request to upload this circular on the University website.


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

Dated: 22/07/2026


Finance Officer

