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## OFFICE ORDER

It has been observed that University functionaries are frequently sending proposals for waiving of recoveries for settlement of long pending audit paras with the plea that the responsible officers have either retired or passed away, hence it would not be appropriate to fix responsibility or recover the amount at this stage. This type of practice is not desirable.

It is, therefore, emphasized upon all the functionaries of the University that before issuing No Dues Certificate to a officer/official on his/her transfer or retirement, it is necessary to ensure that the person has completed all the work and responsibilities as per the requirements of the University. All the functionaries of the university may also ensure to submit the No Dues Certificate in writing for proper authenticity of the Certificate in future.

Further, whenever No Dues Certificate is issued by the HOD on the transfer or retirement of any officer/official it is mandatory to ensure that there is no pending advances, Audit Paras and Audit Requisition against the concerned officer/official to avoid any discrepancies at the time of processing No Dues Certificate.

  
[D.S. Chauhan]  
HPF&AS  
Comptroller

Endst. No. Even.

Dated: Nauni the, 22<sup>nd</sup> November, 2024

Copy of the above is forwarded (through e-mail) for information and taking further 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, Distt. 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 Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Deputy Controller (Audit), UHF, Nauni (Solan).
8. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
9. The Section Officer, Pension Cell/Accounts/Pay Cell, UHF, Nauni, Solan (HP).
10. Guard File.

  
Comptroller