

From

The Registrar,
CCS HAU, Hisar

To

✓ The Comptroller,
CCS HAU, Hisar

Memo No. Admn.R.4/2020/ 12673

Dated: 2-06-2020

Sub: COVID-19 pandemic – Economy measures thereof

A meeting under the chairmanship of worthy Vice-Chancellor was held on 28.5.2020 and following was decided:-

“Due to ongoing pandemic, the organization is also facing financial crunch and to cope up with the situation, it was felt that economy measures may be followed strictly for which following was decided to be ensured by all the Controlling Officers for their Colleges/Directorates/Offices along with subordinate Deptts./Offices-

- a) The expenditure may be restricted for Travel as well as Office expenses and only necessary requirements may be met with.
- b) Regarding ongoing works/projects in the Engineering Unit, the information shall be supplied by the EO-cum-SE to the Comptroller and get it approved from the worthy Vice-Chancellor.
- c) Electricity consumption and expenditure thereon may be curtailed.
- d) Movement of the staff by University vehicles may be restricted.
- e) All the new purchases may be restricted and only emergent purchases may be allowed. Before considering the purchase of new items by the Deptts./Offices including Engineering Unit, the inventory maintained by them should carefully be reviewed and purchases with regard to only those items be allowed which are essential and cannot be made from within the available inventory.”

In view of above, you are requested to take necessary action accordingly,
please..

Heavily
2/6/2020
Registrar

1618
4/6/2020

OFFICE OF COMPTROLLER, CCS HAU, HISAR
(BUDGET BRANCH)

Endst. No. CAUH/B.IV/2020/33/ 3073-3192

Dated: 12/06/2020

A copy of the overleaf is forwarded to the following for information and necessary action :-

1. All Deans/Directors/Officers/HODs/Sections (including outstations), CCS HAU, Hisar.
2. The J.D. (Audit), CCS HAU, Hisar
3. The Incharge, Computer Centre for placing it on University website.
4. All Branch Incharges of Comptroller office.
5. All Asstts (Internal).
6. The President, HAUTA and HAUNTEA, CCS HAU, Hisar.


Asstt. Registrar (B),
for Comptroller