



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Comptroller, Planning & Budget Branch
☎ 01792-252336, FAX-01792-252336, E-mail: comptrolleruhf@gmail.com

No. UHF/Bud/1-8/EO/2025/- 3320-3360

Dated: Nauni the; 14-07-2026

Notification

The Hon'ble Vice-Chancellor of Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan), on the recommendations of the Estate Officer, UHF, Nauni (Solan), has been pleased to approve the transition from the existing system of operation to a unified hospitality service model for all University Guest Houses within the campus. Accordingly, the following provisions shall govern the management and functioning of the University Guest Houses, including the Officer's Hostel and the Farmer's Hostel, which shall operate under the overall administrative control and supervision of the Estate Officer.

1. **Creation of a Dedicated Hospitality Wing:** A dedicated Hospitality Wing is hereby established for the management and operation of the University Guest Houses including Officer's Hostel & Farmer's Hostel at main campus. The Hospitality Wing shall function under a unified hospitality service model for all Guest Houses within the University campus, with the objective of optimizing the utilization of the existing staff across all Guest Houses and enhancing the efficiency, coordination, and quality of hospitality services.
2. **Constitution of Material Purchase Committee:** A Material Purchase Committee comprising the following members for the smooth functioning of the Hospitality Wing in the University Guest Houses including Officer's Hostel & Farmer's Hostel at the main campus is constituted:

Sr. No.	Name & Designation	Status
1	Er. Kishore Chand, Assistant Engineer (PH)-cum-Incharge, University Guest House	Chairman
2	Er. Nagu Ram, Junior Engineer (Civil)	Member
3	Er. Rajendra Devi, Junior Engineer (Civil)	Member
4	Nominee of the Comptroller (Section Officer)	Member
5	Nominee of the Director of Extension Education (Section Officer)	Member
6	Sh. Ashok Kumar, JOA (IT)	Member

The functions and responsibilities of the Committee

- (i) The above Committee shall be solely authorized and responsible for making all purchases, whether through spot purchase or otherwise, required for the University Guest Houses after observing all prescribed codal formalities.
- (ii) The consumption of materials shall be regulated and accounted for strictly in accordance with the norms prescribed by CSK HPKV vide notification/instructions dated 13.09.2011.
- (iii) Preparation and revision of menu and rates of food items, as and when required, with the approval of the competent authority.

Continued on Page-2/-


14/07

- (iv) Maintenance of proper stock registers, bank ledgers and all other relevant financial and inventory records.
 - (v) Collection of catering charges from guests and deposit of the net income/surplus into the account of the Revolving Fund Scheme after meeting the approved expenditure.
 - (vi) Ensuring hygienic, efficient, economical and quality catering services for all guests staying in the University Guest Houses including Officer's Hostel & Farmer's Hostel.
 - (vii) Submission of periodical statements of income and expenditure to the University authorities.
3. **Creation of new Revolving Fund Scheme:** A Revolving Fund Scheme entitled "Revolving Fund Scheme for Dedicated Hospitality Wing for the University Guest Houses" with Scheme Code: HPL-038-34 with an initial corpus of ₹1,00,000/- (Rupees One Lakh only) is created along with permission to open a new bank account in a nationalized bank at the Main Campus, in the name of the Estate Officer, UHF, Nauni (Solan), subject to adherence to the revised terms & conditions and procedures stipulated in letter No. UHF/Bud/2-59/RF/2022/-2319-2359 dated 17-05-2023.
4. **Enhancement of Permanent Advance:** The existing Permanent Advance for the University Guest House is enhanced from ₹10,000/- to ₹30,000/- to facilitate smooth day-to-day operations under the existing state scheme.

Endst. No. Even. 3320-3360

Dated: Nauni the, 14-07-2026


Comptroller

Copy of the above is forwarded (through e-mail) to the following for information and taking further necessary action:

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, COH&F, Neri, Distt Hamirpur (HP).
3. The Dean, COH&F at Gohar (Gudhari), 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 Officer Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Joint 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