

From

The Comptroller  
Lala Lajpat Rai University of Veterinary and Animal Sciences  
Hisar

To

All Deans/Directors/Heads of Departments/Offices (Including outstations)  
Lala Lajpat Rai University of Veterinary and Animal Sciences  
Hisar

Memo No. CVU/LUVAS/IF/2024/2579-2615  
Dated: 18/7/24

**Sub: Nomination of Comptroller's representative in various Purchase/ Inspection/Auction Committees.**

This is in continuation to this office memo no. CVU/LUVAS/IF/2024/180-270 dated 05.04.2024.

Instances have come to notice that some Offices/Departments send letters for Comptroller's Rep. on the same day for an auction, purchase, inspection etc. in violation of the instructions issued by this office vide above said letter dated 05.04.2024.

**The letter for substituting the name of Comptroller's Rep will only be considered by this office with proper justification where the timely action has been taken by the concerned Office and there is no lapse on the part of representative of the Comptroller.**

In view of the above, all the Officers/HODs/DDOs are requested to ensure to send the letter for rep. of Comptroller to the concerned employee well in advance.

  
COMPTROLLER 18/7/24

Copy to:

1. Secretary to Vice-Chancellor, LUVAS, Hisar
2. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
3. P.S. to Comptroller, LUVAS, Hisar