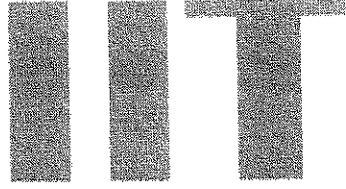


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

FAX : 91-542-2368428;

e-mail : deputy.registrar@itbhu.ac.in

Ref. No.: IIT (BHU)/Fin./T.B./19-20/175

Dated: 21/05/2019

NOTICE

Subject: Regarding submission of bills to Finance Section for processing.


Dear Sir/Madam,

It has been observed that bills in bulk quantity were received in Finance Office during fag end of the financial year 2018-19. Many of those bills were pending in the concerned offices since long.

In order to ensure smooth and time-bound processing of all bills, it has been decided that bills must be submitted by the concerned School/Department/Office in the concerned unit of the Finance Office within 15 days of completion of work/supply of item(s).

This issues with the approval of the Competent Authority.

Yours faithfully,


Joint Registrar (Accounts)

Ref. No.: IIT (BHU)/Fin./T.B./19-20/

Dated: 21/05/2019

1. All the Deans
2. All the Prof. In-charges
3. All the Heads/Coordinators/P.Is of Departments/Schools/Centre's
4. The Chairman, IWC
5. The Chairman, Web Management & E-mail Services Committee
6. The Chairman, Senate Library Committee
7. The Chairman, Council of Wardens
8. The Chief Councilor – Gymkhana
9. The Chairman, IT-Cafeteria
10. The Coordinator, GTAC
11. All Admin. Wardens/Wardens – Hostels
12. The In-charge UGD/IDD/IMD PT-I
13. All the Joint Registrars
14. All the Asst. Registrar
15. P.S to the Director
16. P.A to the Registrar

Indian Institute of Technology (BHU), Varanasi


Joint Registrar (Accounts)