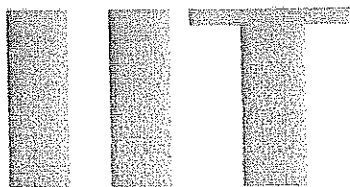


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

FAX : 91-542-2368428;

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

Ref. No.: IIT (BHU)/Fin./T.B./19-20/660

Dated: 16/12/2019

17

NOTICE

All the Deans
All the Prof. In-charges
All the Associate Deans
All the Heads/Coordinators/P.Is of Departments/Schools/Centre's
The Superintendent Engineer, IWD
The Chairman, Web Management & E-mail Services Committee - With the request to upload the same on the Institute Website
The Chairman, Council of Wardens
The Chief Councilor – Gymkhana
The Chairman, IT-Cafeteria
The Coordinator, GTAC
All Admin. Wardens/Wardens – Hostels
The In-charge UGD/IDD/IMD PT-I
All the Joint Registrars
All the Asst. Registrar
All the Junior Superintendents
P.S to the Director
P.A to the Registrar
Indian Institute of Technology (BHU), Varanasi

Email: faculty.all@iitbhu.ac.in

Subject: Time Schedule for the Submission of Orders and Bills, etc. for the Financial Year 2019-20.

Dear Sir/Madam,

I am directed to request you to kindly plan the purchases in your Department/School/Office/Unit, etc. and submit the bills for payment, towards supplies made by the firms in such a manner that the various dates fixed in the time schedule, as given below, are adhered to.

You are further requested to ensure that the bills, duly completed in all respect, are forwarded to the Finance Office/R&D A/cs. Office of the Institute, as the case may be, immediately, without waiting for the last date. The position of unexecuted supply may also be reviewed periodically and the firms may be reminded, if necessary, in order to ensure adherence to the due dates.

Furthermore, it is also mentioned that the bills, which were returned with observations should also be submitted to the Finance Office/ R&D A/cs. Office, as the case may be, without making any further delay, after due compliance of all observations and ensuring that sufficient funds are available for the same.

Sl. No.	Particulars	Date	Day
1.	Last date of receiving Purchase Orders/Work Orders for approval of CFA in the Finance Office/R&D A/cs. Office, as the case may be	14/02/2020	Friday
2.	Last date for receiving bills of all accounts including adjustment bills	28/02/2020	Friday
3.	Last date for re-submitting bills returned under objection by the Finance Office/R&D A/cs. Office, as the case may be after complete compliance.	11/03/2020	Wednesday
4.	Last date of submission of bills of pertaining to the student claim such as fellowship, contingencies, etc. including for the March, 2020.	16/03/2020	Monday
5.	Last date of submission of Bank Debit Advice	16/03/2020	Monday

Moreover, now after implementation of live module of PFMS, the details of expenditure will be available with Ministry through PFMS portal. Therefore, in order to avoid last hour rush, all the Heads/Coordinators of the Departments/Schools, Offices/Units, etc. are advised to plan and arrange purchases immediately without waiting for last date in order to avoid any kind of payment issue since it will be not possible for the Finance Office to consider bills for payment beyond the above prescribed dates.

As no deviation will be possible in the above prescribed schedule, therefore, you are requested to kindly cooperate with the Accounts Wing in its endeavor to adhere to the time frame for finalizing Annual Accounts of the Institute.

Yours faithfully,


Joint Registrar
(Accounts)