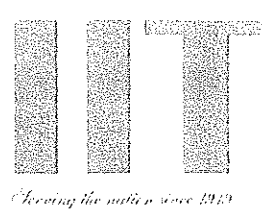




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Keeping the nation since 1919

☎ : 91-542-6702069

FAX : 91-542-2367780, 2368428;

e-mail : registrar@itbhu.ac.in

Office of the Registrar
(Annual Accounts & Balance Sheet)

कुलसचिव कार्यालय
(वार्षिक लेखा एवं तुलन पत्र)

Ref. No. :- IIT(BHU)/Annual A/cs. & BS/2021-22/4540

Date:- 01.09.2021
02


NOTICE

Subject- Drawing and forwarding of Adjustment Bills related to CIF, Cafeteria, GTAC etc. on Form-5

Attention is invited towards the fact that TSA system of payment has been implemented in the Institute from August 2021 and all the payment out of OH-31, OH-35 and OH-36 are being processed on the basis of bill on Form no. 5, by booking respective expenditure on PFMS/TSA module by debiting TSA account of the Institute being maintained with RBI.

Thus, all the Adjustment bills related to CIF, Cafeteria, GTAC, etc. are required to be drawn and forwarded through normal bill processing procedure (Form-5) of the Institute mentioning respective debit major and minor head of A/c. to transfer the amount in IDF A/c. Copy of form-5 and NEFT from of Institute IDF A/c. are enclosed.

In view of above, all bill drawing and forwarding authorities of various Deptt./Schools/Units are requested to draw and forward bills related to CIF, Cafeteria, GTAC etc. by following normal billing procedure (on Form-5) of the Institute so that respective expenditure may be uploaded on PFMS, if any, and processing of adjustment bill may be made through TSA.


Jt. Registrar (Account)

Encl. : As above.

Copy forwarded for information and necessary action to the following :-

1. All the Deans
2. All the Prof. In-charges
3. All the Heads/Coordinators/Department/Schools/Centres
4. The Chairman, IWC
5. The Chairman, Senate Library Committee
6. The Chairman, IIT-Cafeteria
7. The Chairman, Council of Wardens
8. The Chairman, Web Management & E-mail Services Committee with request to kindly place this circular on the Institute Website
9. The Chief Councillor-Gymkhana
10. The Coordinator, GTAC
11. All Admin. Wardens-Hostels
12. The In-charge UGD/IDD/IMD/PT-I
13. Joint Registrar/Deputy Registrar/All the Assistant Registrar
14. P.S. to the Director
15. P.A to the Registrar

Indian Institute of Technology (Banaras Hindu University)


Jt. Registrar (Account)



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BANARAS HINDU UNIVERSITY

BILL FOR DIRECT PAYMENT BY FINANCE SECTION

Bill No: IIT(BHU)/2021-22/

Major Budget Head:

Name of Department:

Minor Budget Head:

Diary Voucher No. with date

Name of Recipient: **S.B.I., I.T. Branch**

Date	Particulars	Amount		Remarks
		Rs.	P.	

Forwarded for Payment of Rupees :-

- (1) Certified that the amount has not been paid earlier and that the voucher attached is the original one.
- (2) Certified that the freight and other charges mentioned in the bill have been verified and found to be correct.

Officer forwarding the bill

*Drawer of the bill
Checked and found within limit's of the
amount sanctioned*

HoD/CoS/Head of Offices, Unit/PI
Date.....

HOD/CoS/Head of Offices,Unit/PI
Date

FOR USE IN FINANCE OFFICE

PASSED FOR PAYMENT			
For Rupees			
.....			
Asst.	SO	AR	DR

PAID				
Cheque No.				
Dated				
For Rs.....				
Asst.	SO	AR	DR	Registrar

Real Time Gross Settlement

(To be filled in by the Applicant in Block Letters)

Details of Applicant (Remitter) BY RTGS. on

- (1) Account Name :
- (2) Account No. & Type of account :
- (3) Remitter's Name :
- (4) Mobile No. :

Details of Beneficiary

- (1) Centre :
- (2) Bank : State Bank of India
- (3) Branch : IT Branch BHU
- (4) Beneficiary Name : Institute Development fund A/c
- (5) Account No. : 32778803937
- (6) Type of Account : Current

(7)

IFSC OF BENEFICIARY BANK BRANCH	S	B	I	N	0	0	1	1	4	4	5
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Amount to be remitted:.....

Bank Charges : NIL

Total Amount :.....

Remit the amount as per above details, by debiting my/our account for the amount of remittance.

Authorised Signatory

FOR BANK'S USE ONLY

Rupees

Debited Applicant's A/c :

Date of Transfer

Remittance No. (UTR) :

Authorised Signatory

CONDITIONS OF TRANSFER

1. Remitting Bank shall not be liable for any loss of damage arising or resulting from delay in transmission delivery or non-delivery of Electronic message or any mistake, omission, or error in transmission or delivery thereof or in deciphering the message from any cause whatsoever or from its misinterpretation received or the action of the destination Bank or any act beyond our control.
2. All payment instructions should be checked carefully by the remitter.
3. Message received after cut-off time will be sent on the next working day