

भारतीय
प्रौद्योगिकी
संस्थान

Indian Institute of Technology



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : 91-542-26702069

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Ref. No.: IIT(BHU)/Fin./T.B./20-21/24568

Date: 05/01/2021

NOTICE

Reminder-I

All the Deans
All the Prof. In-charges
All the Associate Deans
All the Heads/Coordinators/P.Is of Department/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 Assistant 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 2020-21.

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 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 respects, 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.

Further, keeping in view of ongoing condition of COVID-19, all the Heads/Coordinators of the Departments/Schools, Offices/ Units are hereby requested to kindly ensure timely submission of bills/purchase order files in Finance Office/R&D A/cs. Office of the Institute for further processing.


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.

	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	12.02.2021	Friday
2.	Last date for receiving bills of all accounts including adjustment bills	26/02/2021	Friday
3.	Last date for re-submitting bills returned under objections by the Finance Office/R&D A/cs. Office. as the case may be after complete compliance.	11/03/2021	Thursday
4.	Last date of submission of bills of pertaining to the student claim such as fellowship, contingencies. etc. including for the March 2021.	16/03/2021	Tuesday
5.	Last date of submission of Bank Debit Advice	16/03/2021	Tuesday

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 purchase 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)