



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103

No.

Date : 04.12.2024

CIRCULAR

All Heads of the Departments/Schools/Centres, Head of the Offices and Project Investigators of Research & Consultancy Projects are hereby requested to submit all types of bills as per the following time frame to complete the payment process within the financial year 2024-25 :

To Finance Section :

Sl. No.	Bill Type	Time Frame
1.	Recurring Expenses Bill	Within 28 th February, 2025
2.	Non-Recurring Expenses Bill	Within 6 th March, 2025

To Office of the Dean, Research & Consultancy (for Research & Consultancy projects):

Sl. No.	Bill Type	Time Frame
1.	Recurring & Non-Recurring Expenses Bill	Within 28 th February, 2025
2.	Fellowship bill for March, 2025	Within 10 th March, 2025

Bills which will be returned with objection/queries upto 28th February, 2025 will have to be resubmitted by 6th March, 2025 and bills returned on and from 6th March, 2025 will have to resubmit to the Finance/Audit Section/Office of the Dean (Research & Consultancy) [whichever is applicable] on the next day of the date of return after due compliance.

The bills which are completed in all respects following the GFR-2017 will only be considered for payment. No advance payment will be given and/or no cheque will be kept as held over under any circumstances.

All pending advances (including Imprest, LTC etc.) and purchase against Letter of Credit/Wire Transfer are to be adjusted by 6th March, 2025 in order to comply with the provisions of the GFR-2017 and to avoid the audit objection.

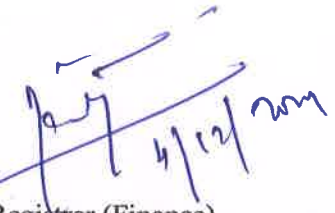
As no deviation in the prescribed dates is possible, therefore, all are requested to kindly co-operate with the Finance Section in its endeavour to adhere to the time frame.

This is issued with the concurrence of the competent authority.

Sd/- Alok Kumar Maity
Joint Registrar (Finance)

Copy forwarded for information and necessary action to :

1. PS to the Director
2. All Deans
3. All Heads of the Departments/ Schools /Centres
4. Registrar (Acting)
5. All Professor-in-Charges
6. All Officers
7. Accounts Section / Audit Section
8. Institute Website
9. File Copy.


Joint Registrar (Finance)