



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

No.176F/2022-23/121

Date : 12.01.2023

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 2022-23 :

To Finance Section :

Sl. No.	Bill Type	Time Frame
1.	Recurring Expenses Bill	Within 17 th February, 2023
2.	Non-Recurring Expenses Bill	Within 27 th February, 2023

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

Sl. No.	Bill Type	Time Frame
1.	Recurring & Non-Recurring Expenses Bill	Within 17 th February, 2023

Bills which will be returned with objection/queries upto **28th February, 2023** will have to be resubmitted by **6th March, 2023** and bills returned on and from **6th March, 2023** 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 **10th March, 2023** 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 cooperate 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. Office of the Director
2. All Deans
3. All Heads of the Departments/ Schools /Centres – with a request to intimate the faculty members of the department.
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)