



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

No.23F/2019-20/119

Date: 06.02.2020

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 (**recurring & non-recurring**) to the Finance Section and to the Office of the Dean, Research & Consultancy (for Research & Consultancy projects) within **16th March, 2020 (Monday)** to complete the payment process within the financial year 2019-20.

Bills which will be returned with objection/queries upto 20th March, 2020 will have to be resubmitted by 23rd March, 2020 and bills returned on and from 23rd March, 2020 will have to resubmit to the Finance/Audit Section 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 and purchased against Letter of Credit/Wire Transfer are to be adjusted by **20th March, 2020** 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
Dy. Registrar (Finance)

Copy forwarded for information and necessary action to :

1. Private Secretary to 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
5. All Professor-in-Charges
6. All Officers
7. Accounts Section / Audit Section
8. Institute Website
9. File Copy.

Dy. Registrar (Finance)