

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

No.23F/2018-19/160

Date: 01.02.2019

CIRCULAR

All Heads of the Departments/Schools/Centres and Offices are hereby requested to submit all types of bills (**recurring & non-recurring**) to the Finance Section within **11<sup>th</sup> March,2019(Monday)** to completed the payment process within the financial year 2018-19.

Bills which will be returned with objection/queries upto 20<sup>th</sup> March, 2019 will have to be resubmitted by 22<sup>nd</sup> March, 2019 and bills returned on and from 22<sup>nd</sup> March, 2019 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 20<sup>th</sup> March, 2019 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.

In this regard, it is to be informed that please submit the photocopies of PAN, GST Registration, Trade Licence (Current), and Bank details with cancelled cheque of the vendors, who have not submitted the above documents earlier.

Sd/- A. K. Maity  
Dy. Registrar (Finance)

Copy forwarded for information and necessary action to :

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

Dy. Registrar (Finance)

01/02/19