



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Serving the nation since 1979

☎ : 91-542-26702069

FAX : 91-542-2367780, 2368428;

e-mail : registrar@itbhu.ac.in

Ref. No.: IIT (BHU)/ Fin./15-16/TB/1066

Dated: 02/12/2015

CIRCULAR

All the Deans
All the Prof. Incharges
All the Heads/Coordinators/P.Is of Departments/Schools/Centre's
The Chairman, IWD, IIT (BHU)
The Chairman, Web Management & E-mail Services Committee
The Chairman, Senate Library Committee
The Chairman, Council of Wardens
The Chief Councillor – Gymkhana
The Chairman, IT-Cafeteria
The Coordinator, GTAC
All Admin. Wardens/Wardens – Hostels
The Incharge UGD/IDD/IMD PT-I
All the Dy. Registrars
All the Asst. Registrars
All the Section Officers
P.S to the Director
P.A to the Registrar
I.I.T (B.H.U), Varanasi

Subject: Time Schedule for submission of orders & bills, etc. for the financial year 2015-16 reg.

Dear Sir/Madam,

I am directed to request you to plan the purchases in your Department/School/Office/Unit, etc. and submit the bills for payment, towards supplies made by the firms in such a 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 respect, are forwarded to the Finance Office, IIT (BHU) immediately, without waiting for the last date. The position of unexecuted supply may also be reviewed periodically and the firms be reminded, if necessary, in order to ensure adherence to the due dates.

In this connection, it is also mentioned that in case the bills pertaining to previous year(s), which were returned under objection, should also be submitted to the Finance Office, IIT (BHU) without making any further delay after due compliance of the objections.

