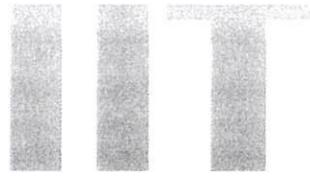


भारतीय  
प्रौद्योगिकी  
संस्थान  
कक्षा विन्द् विज्ञानोद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

☎ : 91-542-7165051

deputy.registrar@iitbhu.ac.in

Ref. No.: IIT(BHU)/Fin./T.B./25-26/1960

Date: 06/03/2026

### NOTICE

Kindly refer to the earlier notice of this office vide no. IIT(BHU)/Fin./T.B./25-26/850 dated 29.01.2026 regarding time schedule for submission of orders and bills etc. for the Financial Year 2025-26.

This is for information to all the concerned that requests have been received from several HoDs/HoSs and many faculty members seeking permission for the late submission of bills and registration of purchase files.

In response to above and to give everyone a fair chance to complete these before the financial year ends, following deadlines have been revised for the convenience of all concerned:

Sl. No.	Particulars	Date	Day
1.	Last date for submission of all bills, including adjustment bills	16.03.2026	Monday
2.	Last date for submission of files for registration (Only in cases of supply/installation/commissioning expected to be completed by 25.03.2026)	12.03.2026	Thursday

As the Financial Year closing is approaching fast, all concerned are kindly requested to give their immediate attention on this deadlines. All are, thus requested to take urgent and necessary action to submit all relevant bills and purchase files at the earliest, and not later than the above-mentioned dates. After these deadlines, it will not be possible to process any further submissions.

In this respect, it may be please noted that non-expenditure of sanctioned funds under OH-31 and OH-35 will be viewed seriously and may also have financial repercussions in the next Financial Year.

Your cooperation in ensuring timely submission will be highly appreciated and will help the office complete all financial procedures smoothly before the end of the Financial Year.

This may kindly be treated as urgent and important.

Assistant Registrar (Sr. Scale)  
(Accounts)

Copy forwarded for information for the following:

1. All the Deans
2. All the Prof. In-charges
3. All the Associate Deans
4. All the Heads/Coordinators/P.Is of Department/Schools/Centre's
5. The Superintendent Engineer, IWD
- ✓ 6. The Chairman, Web Management & E-mail Services Committee- With the request to upload the same on the Institute Website ✓
7. The Chairman, Council of Wardens
8. The Chief Councilor-Gymkhana
9. The Chairman, IT-Cafeteria
10. The Coordinator, GTAC
11. All Admin. Wardens/Wardens-Hostels
12. The In-Charge UGD/IDD/IMD PT-I.
13. All the Joint Registrar
14. All the Deputy Registrar
15. All the Assistant Registrar
16. All the Senior Superintendent
17. All the Superintendent
18. P.S. to the Director
19. P.A. to the Registrar

Assistant Registrar (Sr. Scale)  
(Accounts)