



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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अधिष्ठाता कार्यालय
(अनुसंधान एवं विकास)

No. IIT (BHU)/R&D/21-22/ 105/L

Office of the Dean
(Research & Development)

Dated: 06.12.2021

NOTICE

**All the Heads of the Departments/
Coordinators of the Schools**

Indian Institute of Technology (BHU) Varanasi

Subject: Regarding noting of consultancy/testing projects challan

Dear Sir/Madam,

This is to inform that, some Departments/Schools of the Institute are not providing deduction details in Challans of Testing/Consultancy projects at the time of its noting in concerned sections. This may create various difficulties in filling GST/IT returns of the Institute.

Hence, in order to avoid these difficulties it is **mandatory to enclose** the attached proforma with challan and relevant documents for its noting in Annual Account and Balance Sheet, IIT (BHU).

This is for your information and necessary action at your end.

Shah
Secretary

ICTC

Copy to:-

1. The Assistant Registrar, Annual Account & Balance Sheet, IIT(BHU), Varanasi.
2. PA to Registrar, IIT(BHU) Varanasi..

Shah
Secretary

ICTC

Shah
06/12/21

Encl. 1. Consultancy/Testing Challan
Check List Format

Office of the Dean (Research & Development)

Format for checklist for noting of Consultancy/Testing Challan

Challan No. :

Name of the PI :

Project Registration No. :
(issued by Deptt.)

Total Project Cost :

Amount Received :

UTR No. : dt.....

Tax Invoice No. & Date : No..... dt.....Rs.....

Income Tax TDS deducted (if any)
@..... : Rs.....

GST TDS deducted (if any)@..... : Rs.....

TDS Certificate no. (by Vendor) :(Enclosed)

Account Statement attached : Yes/No

Based on the above information please note down the challan in your records. Further, this is certified that the challan is prepared for aforementioned amount with above UTR no. and, no duplication will be made in future for this transaction.

Certified by

JA/ Dealing Assistant/ Jr. Suptd.

Signature of Consultant/PI