



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
(formerly Bengal Engineering and Science University, Shibpur)  
HOWRAH – 711 103

No.23F/2016-17/183

Date: 18.01.2017

NOTICE

It has been pointed out by the CAG that a huge amount of advances remain unadjusted for years. Therefore, we need to take immediate action to adjust these advances to avoid penalty clause as per GFRs.

Under the circumstances stated above, all concerned are hereby requested that Adjustment Bill for the advance(s) taken by Heads of the Departments, Officers, others (if applicable) for contingent, travel and miscellaneous purposes, and Project Investigators of Research & Consultancy Projects, is to be submitted to the Office of the Finance Officer (Sri Sutap Chakraborty, T.A.-I) and Office of the Dean, Research and Development (for Research and Consultancy Projects) by **10<sup>th</sup> March, 2017** positively.

Adjustment for LTC bills will be done as per rules.

In this connection, all concerned are also requested to submit the Adjustment Bill for 'Imprest Advance' within **21<sup>st</sup> March, 2017** and please apply for 'Imprest Advance' afresh for 2017-18 in the month of April, 2017.

The amount of 'Imprest Advance' for Project Investigator (applicable for Research & Consultancy Project) will be notified in due course.

All are, therefore, requested to cooperate with the office in order to prepare the Final Accounts for the financial year 2016-17 in a time-bound manner.

There are specific guidelines for recovery of advance or balance as per Rule – 292(2) of General Financial Rules, 2005 which may kindly be noted.

Sd/- S. N. Datta  
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of the Departments/ Schools /Centres  
- All are requested to kindly circulate amongst the Project Investigators and faculty/staff members in his/her Department.
3. All Professors-in-Charge
4. All Officers
5. Personal Secretary to the Director
6. Sri Sutap Chakraborty
7. Institute Website
8. File Copy.

  
Finance Officer (Actg.)