

OFFICE OF THE DEAN OF RESEARCH AND DEVELOPMENT
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH - 711103:: WEST BENGAL

No.DRD/CIR/001/16-17

Dated: 20.02.2017

The Principal Investigators of various research and consultancy projects are hereby requested to submit all types of Bills/Claims e.g., party bill, reimbursement bill, fellowship bill, remuneration bill etc. in the Office of the Dean (R&D) within 14th March, 2017 (Tuesday) in respect of which payment is desired by 31.03.2017.


Fellowship bills of Research Scholars/Assistants whose engagement order/extension order is issued after 14.03.2017 may be accepted in the next financial year.

Bills returned up to 20.03.2017 must be resubmitted by 22.03.2017 (Wednesday) after compliance. Bills returned between 21.03.2017 to 28.03.2017 must be resubmitted on 29.03.2017 (Wednesday) after compliance. Bills returned on 29.03.2017, 30.03.2017 and 31.03.2017 must be resubmitted after compliance by 5.30 p.m. on the same day on which the bill was returned.

No new Bills/Claims shall be received by this office after 5.30 p.m. on 14.03.2017 (Tuesday).

Only adjustment bills for purchase against L.C./wire transfer will be accepted up to 30.03.2017 (Thursday).

As no deviation in the prescribed dates is possible, therefore all are requested to kindly cooperate with the Finance Wing of the Office of the Dean (R&D) in its endeavor to adhere to the time frame.


20.02.17
Dean (R&D)

Copy forwarded for information and necessary action to:

1. All Head of the Departments/ Schools/Centres – with a request to circulate the same to all the Project Investigators of the department.
2. Dy. Registrar (Audit) and In-Charge of Finance Wing of the Office of Dean (R&D) - with a request to circulate among the staff members of the Office of Dean (R&D).
3. P.S. to Director
4. Institute Website
5. File Copy