



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

No.23F/2018-19/026

Date: 03.05.2018

CIRCULAR

All concerned are hereby requested to kindly note the following :

(1) All Deans, all Heads of the Departments, all Officers are requested to send the requirement of fund within 7th May, 2018 to this office for : the orders already issued, or orders issued and goods have been received; but due to some reasons the payment could not be made within the financial year 2017-18. We have to re-allocate this fund with the approval of the Director as soon as we will receive fund for 1st quarter from MHRD.

(2) It is observed that some bills are sent to the Accounts Section after a very long period of time after receiving the goods, challans and bills etc.


Therefore, it is requested to kindly arrange for sending the bills after receiving the goods, challans and bills within one month to the Accounts Section.

(3) It is also observed that some of the department undertakes purchasing contingency items and/or goods covered under plan head when no allotment is available to them. Kindly discontinue this practice and is requested to seek allotment if such situation arises.

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

Copy to :

- (1) All Deans
- (2) All Heads of the Departments/Schools/Centres
- (3) Assistant Registrar (Accounts)
- (4) Accounts Section
- (5) Audit Section
- (6) Institute Website


3/5/18
Finance Officer (Actg.)