



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

No.23F/2015-16/174

Date: 02.02.2016

NOTICE

This is for information to all concerned that Adjustment Bill for advance taken for contingent, travel and miscellaneous purpose, made to Heads of the Departments, Officers, others (if applicable) and Project Investigators of Research & Consultancy Projects are to be submitted to the Accounts Section (Sri Sutap Chakraborty, T.A.-I) and office of the Dean, Research and Development (for Research and Consultancy Projects) by **7th March, 2016** without fail.


In this connection, all concerned are requested to submit the Adjustment Bill for Imprest advance within **21st March, 2016** and also requested to apply for fresh Imprest advance in the next financial year separately.

Cooperation from all concerned are solicited in this regard since we have to prepare the Final Accounts for the financial year 2015-16 in a time-bound manner. There is a specific stringent guideline for recovery of advance or balance as per Rule – 292(2) of General Financial Rules, 2005.

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 Professor-in-Charge
4. All Officers
5. Personal Secretary to the Director
6. Sri Sutap Chakraborty
7. Institute Website
8. File Copy.


2/2/16
Finance Officer (Actg.)