



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
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**Office of the Dy. Registrar (Finance & Accounts)**

Ref. No: IIIT-A/DR(F&A)/Bills/2019/ A/c 12  
Dated: 20.06.19

**CIRCULAR**

**Subject:- Submission of bills to the Accounts Section for processing – Reg.**

It has been observed in the recent past that some of the departments / sections / individuals / PIs of the Project are submitting bills / cash memos for processing **pertaining to previous Financial year 2018-2019** to the Accounts Section. Moreover, it has also been observed that inordinate delay are being occurred in forwarding bills of sanctioned activities for payment to the Accounts Section by the concerned sections / individuals resulting in adverse affect on the planning and utilization of funds of the Institute. **This has been viewed seriously by the Competent Authority.**

In view of above facts, it is requested to all concerned to forward bills of approved activities to the Accounts Section for processing **within 15 days after verification including assessment of quality, quantity and satisfactory installation of items etc.**

In this context, however, it is clarified that **the above guidelines would NOT apply for purchases made on GeM** as the GoI has made it obligatory for payments to be made **within 10 days of issue of consignee receipt-cum-acceptance certificate (CRAC) to the supplier.**

All concerned are, therefore, requested to adhere to the above guidelines for smooth and time-bound processing of bills.

**This issues with the approval of Competent Authority.**

*Nie*

  
Dy. Registrar (Finance & Accounts)

**Copy to:-**

- Director
- Registrar (Acting)
- All Faculty Members / Officers / Staff Members