



# NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209, WB, INDIA

No.:- NITD/A Cs. ICclosing/2019-2020

Dated: March 03, 2020

## CIRCULAR

This is to bring to the kind notice of all concerned that the accounting year 2019-20 is approaching towards closing and we've to take timely action for payments adjustment of all claims, whatever, within the scheduled date. With this end in view the following are to be attended on priority basis to enable the Accounts Department to take all steps for smooth closing of Accounts of 2019-20.

1. Adjustment of Advance (Including PDA Fund) taken for purchase of any service is to be adjusted within 31<sup>st</sup> March 2020, for which necessary bill reimbursement /adjustment (Including PDA Fund) is to be submitted to Accounts section positively by **15<sup>th</sup> March 2020**. Unspent Balance, if any of the advance (Including PDA Fund) drawn, is also to be submitted to Accounts Section along with adjustment vouchers.
2. Submission of Imprest Account taken during the year 2019-20 is also to be submitted for adjustment to Accounts section by **15<sup>th</sup> March 2020**. If there is any Cash in hand on the said date, it is to be deposited to Cash Section by **15<sup>th</sup> March 2020**. Necessary bills in support of Imprest Account are to be submitted along with the Money Receipt of Cash Deposit, if any, for adjustment. Proposal for New Imprest Advance for the year 2020-21 may be submitted to Accounts Section by **22<sup>nd</sup> March 2020**, so that the arrangement of payment of Imprest Account for the year 2020-21 may be made by first week of April'2020.
3. Bill/Bills received for all General Order Supplier's Purchase of Furniture & Equipment, etc. Construction/Maintenance works may be forwarded to Accounts Section after completing all formalities latest by **15<sup>th</sup> March 2020**. Supplied materials received should be supported by store receipt vouchers so that arrangement for payment of bills of parties can be arranged without loss of any time. In cases where Purchase Order / Work Order has already placed but where supply / Work has not yet been completed may be shown as "Commitment", so that it can be considered as an outstanding liability, to be released in future after completion of supply / work. Necessary action may be taken in case of part supply / part work completion so that those supply /work is completed immediately and bills of the parties may please be forwarded for release of payment, Otherwise, the respective payments can be kept as outstanding liabilities of the year 2019-20.
4. Co-operation from all concerned regarding the above points will help in timely and smooth completion of the accounting action relating to the year 2019-20.

This issues with the approval of the competent authority.

REGISTRAR

  
04.03.2020

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