

Indian Institute of Information Technology, Allahabad
Office of the Dy. Registrar (Finance & Accounts)
(Internal Audit Wing)

Ref. No.: IIIT-A/DR(F&A)/Bills/ 389 /2016

Dated: 05.08.16

CIRCULAR

Subject:- Speedy processing of bills regarding

During the pre-audit of bills, it has been noticed in few cases that due to incomplete information / documentation, stock entries, Installation report etc. either the bills have to be returned to the Central Purchase & Store section or to the concerned department for rectification / clarification etc. resulting in delay in processing of bills. It also naturally increases unnecessary correspondence between the concerned department and accounts section.

In order to avoid this situation, it is advised to all concerned to please ensure henceforth submission of the following documents with the bills:-

- 1) Original approval of the Competent Authority with the concerned file.
- 2) Firm's Challan, Stock entries on the face of invoice (w.r.t. firm's challan date) and in appropriate stock registers (Consumable / Non-Consumable / Limited Time Assets).
- 3) TIN / PAN / Service Tax Registration no., as the case may be.
- 4) Certificate that the goods received as per quantity / specification, specified in Purchase Order.
- 5) Certificate given under Rule 146 of GFR, the format of which is given below to be furnished in cases where the committee purchases the goods after survey of local market.
"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".
- 6) Complete Bank details for e-payment.

Apart from above in genuine cases where time extension is required for supply of goods, the proper extension letter issued after duly approved by the Competent Authority should also be attached.

In cases where supply is already late, the penalty clause will be invoked if exemption to this effect has not been obtained from the Director.

All are requested to kindly note the above instructions for speedy processing of bills.

This is being issued with the approval of the Director.



(O.P. Srivastava)
Dy. Registrar (F&A)

Copy to:-

- Director -- for information.
- All Faculty Members / Officers / Staff Members