



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institute of National Importance under Ministry of Education, Government of India)

OFFICE OF THE REGISTRAR

Ref.No. NITJSR/REG/CD/2020-21/ 689

Date:-/..../2020

NOTICE

It has been experienced that very old bills (some more than one year old) are being processed. As per existing provision all bills should be processed immediately but in no case beyond one month. In exceptional cases due to genuine reasons, the time limit is end of financial year.

All Deans/Heads of the Department / Division / Section / Centre / Committee / Project etc. are requested to submit the bills along with the statement of expenditure w.r.t. any purchase / procurement for approval / clearance to the competent authority within one month from the date mentioned on the bills etc. failing which the same shall not be paid / processed as routine matter.

It is also requested to ensure that the bills along with statement of expenditure must be submitted for approval of the competent authority within one month of completion of the event / project / conference / workshops etc. failing which they may not be processed for payment as routine matter.

With effect from 01.01.2021 no bill prior to 01.12.2020 will be entertained. All are requested to take necessary timely action to avoid any personal loss to individual concerned.

This has approval of the competent authority.


Colonel (Dr) N.K.Rai (Retd)
Registrar

Copy to:-

1. The Director for kind information.
2. All Deans, Associate Deans, HODs, HOSs, HOCs, Pls, Coordinators
3. Chief Warden, All Wardens (through Chief Warden)
4. All Deputy / Assistant Registrar, Medical Officer, Executive Engineer, Assistant Executive Engineer
5. P/I (website) for uploading on the Institute's website.
6. Emails of all Faculty / Officers / Staff.
7. Guard file