



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Ref. No.: IIT (BHU)/Fin./T.B./17-18/465

Dated: 02/08/2017

NOTICE



All the Deans
All the Heads/Coordinators of Departments/Schools/Centres
All the Professor Incharges
The Chairman, IWC
The Chairman, Web Management & E-mail Services Committee
The Chairman, Senate Library Committee
The Chairman, Council of Wardens
The Chief Councillor – Gymkhana
The Chairman, IIT-Cafeteria
The Coordinator, GTAC
All Admin. Wardens/Wardens – Hostels
The Incharge UGD/IDD/IMD PT-I
All the Joint Registrars/Deputy Registrar/Assistant Registrars
P.S to the Director
P.A to the Registrar
Indian Institute of Technology (Banaras Hindu University)

Subject: Regarding drawing of advances.

Dear Sir/Madam,

It has been observed that advances in bulk numbers are frequently being drawn by various Departments/Schools/Offices/ Units of the Institute for various purposes and most of them remain unsettled even after a number of reminders are issued by the Finance Office. Due to this, every year Government Audit team raises objections in this matter. It is requested to settle at the earliest the advances which have already been drawn.

Further, vide Notice no. IIT(BHU)/Budget/2016-17/15276 dated 16.01.2017, it was inter-alia informed to all the concerned that in order to promote cashless transactions in the Institute, payments shall be made through online transfers/payment by cheque, etc. It was also informed that payment of TA/DA to examiners, experts, etc. will be done by cheque or direct transfer into their bank accounts. All the concerned are, therefore, requested to adopt aforementioned modes of payment and to draw advance only when the situation is unavoidable and the payment cannot be made on bill basis or through transfer into bank accounts.

Yours faithfully,


Dy. Registrar (Accounts)