



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/ 684

Dated: 22/09/2017

**Most Urgent**

## 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 – with the request to upload the same on Institute's website

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

**Indian Institute of Technology (Banaras Hindu University)**

**Subject: Regarding submission of all (payment/reimbursement/adjustment, etc.) bills/vouchers in the Trade Bill Section for processing before first filing of GST i.e. on 30.09.2017.**

**Dear Sir/Madam,**

This is to inform to all the concerned that GST has been implemented from 01.07.2017 onwards and the last date of first filing of GST return is 30.09.2017 failing which, there is provision of levy of penalty on per day basis.

Therefore, all the Heads/Coordinators of the Departments/Schools/Centres/Units/Offices of Institute are requested to instruct their offices to submit all bills/vouchers which have been issued till date including all unadjusted adjustment bills in the Trade Bill Section, positively by 27.09.2017 in order to get those bills/vouchers processed before filing of first GST return on 30.09.2017.

Further, you are also requested to instruct your office to submit the bills/vouchers from the month of October 2017 and onwards to the Trade Bill Section immediately after the ordered items/services are procured/hired or completion of the purpose successfully, so that the Institute does not incur any financial loss.

This may be given top priority.

Yours faithfully,

  
Dy. Registrar (Accounts)