



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
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TECHNOLOGY
BANARAS HINDU UNIVERSITY

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अधिष्ठाता कार्यालय
(अनुसंधान एवं विकास)

IIT/BHU R & D/2023-24/49

Office of the Dean
(Research & Development)

Dated: 20.04.2023

NOTICE

It has been observed that Tax invoices being received in the office of Dean (R&D) for generation of e-tax invoice (B2B)/unique numbering (B2C) from Project consultants of different departments does not contain deduction certificate with respect to Income Tax TDS, GST TDS etc.

So, all the project consultants are hereby requested to kindly ensure the following:-

1. GST Number (*PAN based*) and Buyer Legal Name should be same. Correct Buyer Address and Pin Code should be mentioned. The same can be verified on <https://services.gst.gov.in/services/searchtp>.
2. Deduction certificate with respect to Income Tax TDS, GST TDS deduction from the client.

Further, transaction details and sanction letter of client and CAC minutes may also be sent with the above mentioned documents for smooth functioning.

Furthermore, it is also requested to please prepare tax invoice(s) within time limit as per the GST norms as well as kindly send respective challan(s) as early as possible after e-tax invoice generation/unique numbering to avoid any financial irregularity in future.

This issues with the approval of competent authority.


Assistant Registrar (R&D)

No. IIT (BHU)/R&D/2023-24/49

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of dated:

Copy forwarded to the following for information and necessary action to:

1. All the HODs/Coordinators of Departments/Schools, IIT(BHU) – with a request to circulate among faculty members of the Deptt./School and *instruct office staff to check before sending it to office of the Dean (R&D)*.
2. The Registrar, IIT (BHU).
3. The Joint Registrar (Account), IIT(BHU)
4. The Assistant Registrar, Annual Account and Balance Sheet, IIT(BHU).


Assistant Registrar (R&D)


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