



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

**Office of the Registrar
(Annual Accounts & Balance Sheet)**

**कुलसचिव कार्यालय
(वार्षिक लेखा एवं तुलन पत्र)**

Ref No.: IIT(BHU)/A/cs./2024-25/ 6882

Date:18.07.2024

NOTICE

Subject: Outstanding Bank Reconciliation Statement Entries-regd.

For timely reconciliation of Bank Reconciliation Statement of the Institute, all the Heads/Units In-charges/Professor In-charges/Coordinators are requested to make necessary arrangements to advise concerned dealing staff to ensure submission of Form 14A (Bank Credit Challan)/Form 5 (Bank Debit Bills)/ Adjustment Vouchers/Bank Transfers/ TEs etc., if any, within 7 days of receipt of information of the date of transaction.

Further, for outstanding Bank Reconciliation entries till FY 2023-24, concerned dealing staff may also be advised to check and provide Form 14A (Bank Credit Challan)/Form 5 (Bank Debit Bills)/ Adjustment Vouchers/Bank Transfers/ TEs etc., if any, within 15 working days from the date of this notice, so that Bank entries may be reconciled at the earliest in order to avoid future audit queries. Failure to comply with the above instruction, on part of the concerned dealing staff, if found at a later stage, suitable action may be taken against the staff concerned.

This is issued with the approval of competent authority.

pw
T8/07

Joint Registrar (Accounts)

Ref No.: IIT(BHU)/A/cs. /2024-25/ 6882

Dated:18.07.2024

Copy to the following for information and necessary action:

1. All the Deans
2. All the Associate Deans
3. All the Heads of Departments/Coordinators of Schools
4. The Coordinators/Incharge of Units/Centers/Offices
5. All the Professor In-Charges
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Department
8. The Professor Incharge, Shreenivas Deshpande Library
9. The Chairman, Council of Wardens

pw

P.T.O.



भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.) वाराणसी-221005 भारत
Indian Institute of Technology(BHU) Varanasi- 221005 India

Tel. No.: 91-542-6702069 Fax No.:91-542-2367780,2368428 Email: registrar@itbhu.ac.in





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10. The Chairman, Web Management & E-mail Services committee-*with a request to upload the notice on the institute website.*
11. The Chairman, Press & Publicity Committee
12. The Chief Proctor
13. The Coordinator, GTAC
14. The Coordinator, IIT(BHU)-Cafeteria
15. All the Admin. Wardens/Wardens, IIT(BHU) Hostels
16. All the Joint Registrars
17. Secretary to the Director
18. All the Deputy Registrars
19. All the Assistant Registrar
20. P.S. to the Director
21. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University)

Pls
18/07

Joint Registrar (Accounts)



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