

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**

No. IITK/AA/FBC/2019-20

Dated: 21 January 2020

**CIRCULAR**

**Subject: Closing of Accounts for the financial year 2019-20**

Like previous years, the closing of accounts for the current financial year 2019-20 is an important time—bound financial activity that requires contribution and cooperation of all departments/ sections/ centers/ units/ offices and individual faculty, officers and staff.

2. Accurate and timely preparation of institute's account is not only a requirement of Hon'ble Parliament, MHRD, CAG, and other external stakeholders / agencies but also ensures early receipt of Capital and Revenue funds in the following financial year.
3. With the above in view, the table below has been framed to guide everyone in performing their role in the process of closing of accounts. Adherence to the timelines given against each activity is also in the interest of departments, sections and individuals, as it shall **ensure** gainful and complete charging of their claims to their current year's budget/entitlements.

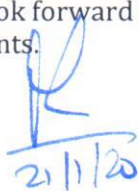
S.N	Description	Applies to	Action(s) to be taken and timelines
1	Direct Purchases	All (with expenditure sanctioning authority).	Bills to be submitted in Finance & Accounts (F&A) Section by 28-02-2020. All direct purchase bills that remain unpaid after 28-02-2020 shall be charged to concerned unit's budget of the current financial year, subject to availability of funds. However, the payment will be discharged in the next financial year. Any bill pertaining to previous financial year received in FY 2020-21, will be paid from the next year's budget.
2	Purchase Indents (for purchase value > ₹ 25,000)	All Departments and Sections.	To ensure that these are processed and POs are issued by Stores & Purchase (S&P) section by 16-03-2020, else commitment will be charged to next year's budget.
3	Purchase Orders (for all purchase > ₹ 25,000) and receiving of goods and services against these POs already issued / to be issued during FY 2019-20.	Head CC, Librarian, SE, AR (S&P) and all indenters.	Review all open POs (i.e. where complete delivery of ordered goods and / or services has not yet been received) and wherever possible ensure completion of delivery. Further, duly completed and signed Inspection Reports and bills be forwarded through Internal Audit to S&P sections.  Intimate S&P and F&A sections of POs that may be treated as closed i.e. where ordered goods and services have been completely received.

4	Imprest	All Imprest holders	Submit acquittal to F&A section by 16-03-2020.
5	Temporary Advance	All Temporary Advance holders	Submit acquittal to F&A section by 16-03-2020.
6	Other Personal Claims (TA / LTC, Telephone reimbursement, Medical reimbursement etc.)	All employees.	Submit claim(s) for reimbursement to concerned section by 17-03-2020 for all concerned employees who have completed their journey on or before 17-02-2020. However, TA Bills of guests will be continued to be paid till 30-03-2020, subject to availability of budget. Bills against Medical Advances taken on or before 17-02-2020 to be settled by 17-03-2020. Regarding claims of Children Education Allowance for the FY2019-20, claims should be submitted with F&A Section in the next FY2020-21.
7	Receipting	All Departments and Sections that have in their custody cash/cheques /bank drafts in favor of the Institute.	Deposit with concerned section Cashier by 26-03-2020.
8	Invoice requirements and Invoice issuance.	All Departments and Sections that raise invoices for services provided to internal (within the Institute) and external customers.	Raise invoices and ensure these are received by service receivers, under intimation to F&A section by 17-03-2020.
9	Payroll	All employees.	Check and confirm with your payroll unit regarding income tax deduction that may apply in February 2020 salary. Action by 20-02-2020.
10	Verification of : a. Inventory b. Non-Consumables c. LTAS d. TDRs  e. Library books f. Bank Guarantees	AR (S&P) AR (S&P) AR (S&P) AR (DORA) in consultation with respective sections Librarian All Departments and Sections.	15-04-2020 15-04-2020 15-04-2020 20-04-2020  20-04-2020 20-04-2020



11	Setting of advance payments	All Departments and Sections	Adjust advance payments for their recognition as expenditure for cases where the ordered goods and services have since been successfully received. Procedure as outlined in point 5 above to be followed.
12	Returned/outdated/un-mailed cheques	All Departments and Sections	To be settled with F&A section /R&D office by 15-04-2020.
13	Payments including advance/ forex payments and opening of Letters of Credit.	All Departments and Sections.	Cases to be forwarded to the relevant section for ensuring that these are effected on priority. Deadline: 13-03-2020.
14	Buyback/Condemnation of Equipments and other obsolete items	All Departments and Sections.	AR (S&P) to intimate by 15-04-2020, for onward submission to F&A section/ R&D office by 20-04-2020.
15	Depositing Original/Supporting documents for advances taken against Computer/House Building Advances	All Concerned employees	To be deposited with F&A section/R&D office by 13-03-2020.
16	Suppliers/Contractors of Works department of the Institute	Institute works Department	F&A section to be intimated by 20-03-2020, for all current liabilities and previous year's liability towards Construction. Works Department should ensure that all suppliers and contractors have to submit their bills by 13-03-2020.
17	Secured Advances against Material/Interest on Mobilization Advances /Closing stock of all civil and Electrical department	Institute works Department	F&A Section to be intimated by 09-04-2020.

4. We look forward to cooperation of all in ensuring accurate and timely closing of FY 2019-20 accounts.



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