



# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

NITP/ 9519/19

**IMPORTANT**

Dated 10/01/19

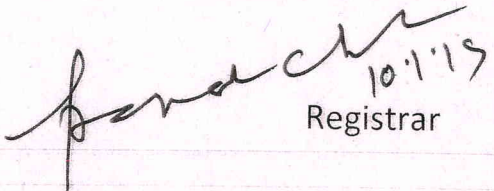
## Circular

As standard operating procedure, all bills and related documents be submitted in duplicate with original signature and stamp along with specified proforma enclosed herewith.

Following procedure should be adopted for processing various files for payment/approval:-

01. All faculty/staff members should submit their claims in their respective Department office in **duplicate**.
02. All files related to payment should be initiated by the office of concerned Department/PIs duly signed by the concerned and countersigned by the PIs/HoDs/Deans along with their stamp.
  - It will be responsibility of concerned PIs/HoDs/Dean to examine the documents and verify the facts before forwarding for approval.
03. Every files should be named and numbered properly. So that necessary records could be maintained.
04. From **15<sup>th</sup> January 2019** onwards all the bills will only be accepted in duplicate along with the prescribed proforma enclosed.

By order of Director

  
10/1/19  
Registrar

### **Copy to:-**

01. All Deans/HoDs/PIs for information and needful action.
02. All DRs/OSDs/EE (ESU)/SMO/MO/ARs
03. PI website with request to upload on institute website.
04. Secretary to Director
05. PA to Registrar



# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

*Riz*

## BILL FOR DIRECT PAYMENT BY ACCOUNT SECTION

(To be filled by the Department/Individual in duplicate)

Bill No: ..... Major Budget Head: .....

Name of Department..... Minor Budget Head: .....

Diary Voucher No. with date..... Name of Recipient:.....

Date	Particulars	Amount		Remarks
		Rs.	P.	
	<b>Total</b>			

Forwarded for Payment of Rupees .....

- (1) Certified that the amount has not been paid earlier and that the voucher attached is the original one.
- (2) Certified that the freight and other charges mentioned in the bill have been verified and found to be correct.
- (3) Certified that the proper procedure has been adopted for procurement of the services/goods/works as per GFR.
- (4) Proper Stock entry has been made in respective stock register.

*Drawer of the bill with stamp*

Dean/HoD/P.I (with official stamp)

*Submitted claim has been checked and recommended for release of payment.*

Approved

Director

### FOR USE IN FINANCE OFFICE

PASSED FOR PAYMENT		
For Rupees .....		
.....		
Asst.	A.R	Registrar

PAID		
Cheque No. ....		
Dated .....		
For Rs.....		
Asst.	A.R	Registrar



# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

*Raj*

## PROFORMA TO BE SUBMITTED ALONGWITH ADVANCE BILL

(To be filled by the Department/Individual in duplicate)

1. Name of the Department \_\_\_\_\_
2. Major Budget Head \_\_\_\_\_
3. Minor Budget Head \_\_\_\_\_
4. Balance Available \_\_\_\_\_
5. Amount of advance required \_\_\_\_\_
6. Payable to \_\_\_\_\_
7. Personal/Departmental \_\_\_\_\_
8. Approximate date of completion of Supply/Journey/Conference/Event for the purpose which the advance is required \_\_\_\_\_
9. Expected date by which advance is proposed to be adjusted \_\_\_\_\_
10. Particulars of old unadjusted advance (s)

Position of advances drawn upto the end of previous Financial Year (1)		Position of current Financial Year's advances. (2)		Total No. of outstanding advances (A-B) of column 1+ (A-B) of column 2
Total number of outstanding advances as on 31 <sup>st</sup> March of previous F.Y. (A)	Number of advances adjusted during current F.Y. (B)	Number of advances drawn in current F.Y. (A)	Number of current year's advances, adjusted so far. (B)	

11. Reason(s) for non adjustment of above advances \_\_\_\_\_
12. Likely date(s) by which the advance(s) will be Settled \_\_\_\_\_
13. Action proposed for settlement and adjustment of advances \_\_\_\_\_

Dean/HoD//PI/Individual with stamp

### FOR OFFICE USE ONLY

The position of advance as given by the HoD/CoS/PI/Individual \_\_\_\_\_

\_\_\_\_\_ has been checked and verified from the records of Finance.

There are \_\_\_\_\_ advances outstanding excluding \_\_\_\_\_

adjustment bills received in Finance Office, which are in the process of adjustment.

### **In view of the above, if approved**

1. The present advance bill may be considered for approval (sufficient balance is available). **OR**
2. The HoD/CoS/PI/Individual may be requested to submit the adjustment bill before processing the new advances.

Submitted for orders please

Dealing Assistant

AR

Registrar/Dean

Director



**NATIONAL INSTITUTE OF TECHNOLOGY PATNA**  
 (An Institute under Ministry of HRD, Govt. of India, New Delhi)  
 ASHOK RAJPATH, PATNA-800 005 (BIHAR)

*Fig*

**PDA PAYMENT BY FINANCE SECTION**

Bill No: ..... Major Budget Head: .....

Name of Department..... Minor Budget Head: .....

Diary Voucher No. with date..... Name of Recipient:.....

Date	Particulars	Amount		Remarks
		Rs.	P.	
	<b>Total</b>			

Forwarded for Payment of Rupees .....

- (5) Certified that the amount has not been paid earlier and that the voucher attached is the original one.
- (6) Certified that the freight and other charges mentioned in the bill have been verified and found to be correct.
- (7) Certified that the proper procedure has been adopted for procurement of the services/goods/works.

*Drawer of the bill with stamp*

**Dean/HoD/P.I (with official stamp)**

*Submitted claim has been checked and recommended for release of payment.*

**Approved**

**Director**

**FOR USE IN FINANCE OFFICE**

<b>PASSED FOR PAYMENT</b>		
For Rupees .....		
.....		
Asst.	A.R	Registrar

<b>PAID</b>		
Cheque No. ....		
Dated .....		
For Rs.....		
Asst.	A.R	Registrar