



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/Acct/2019-20/ 5862

Date:..18..Oct.2019

CIRCULAR

18 OCT 2019

**SUB: SUBMISSION OF TESTING AND CONSULTANCY BILLS ON CONSOLIDATED BASIS AFTER RECEIPT OF DD FUND ABSTRACT STATEMENT - Reg**

1. Off late, it has been observed that Testing and Consultancy Bills are being submitted by concerned faculty coordinators to Accounts Section on individual receipt basis. This is resulting in huge increase in number of such bills, putting undue strain on bill processing staff in Accounts Section and pendency in the related work. In view of the above, concerned faculty coordinators/ HoDs are instructed to submit bills on consolidated basis (01 consolidated bill per month per faculty coordinator).
2. Further, it is also observed that bills are also being submitted in the same month in which amount is credited in Institute Bank account. It may please be noted that bank reconciliation of the bank account is taken up only after completion of the particular month and DD fund abstract statement is issued by Accounts Setion by 15<sup>th</sup> of the following month. **As such, consolidated bill should be raised by concerned faculty coordinators/ HoDs only after completion of month in which amount is credited in Institute Bank account and after receipt of DD fund abstract statement issued by Accounts Setion.**
3. These instructions shall be followed scrupulously by all concerned, with immediate effect.

(Dr P M Padole)

DIRECTOR, दिदेशक / Director

वि.रा.प्रौ.सं. / V.N.I.T.

नागपूर-10 / Nagpur

**To:**

1. All HODs/ Faculty - For information and necessary action please.
2. All Deans/ Asso. Deans - For information please.
3. Director's Office - For information and records.
4. Registrar/ Dy Registrar (Accts) - For necessary action please.
5. Dispatch Section - For circulation to all concerned, by e-mail.
6. Network centre - For upload on Institute website, under 'Accounts related circulars'.