



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

CIRCULAR

No. VNIT/Acct/2020-21/T&C/3237

Date: 24 AUG 2020

SUB: TIME FRAME FOR DISTRIBUTION OF TESTING CONSULTANCY FEES- Reg

1. It is stated that bills pertaining to distribution of testing consultancy fees as per Institute norms are being processed by Accounts Section, after credit verification of relevant receipts, so as to cross check whether the distribution of these receipts has already been taken place or otherwise. Receipt-wise distribution data is maintained at Accounts Section, in excel format. It has come to notice that such excel data is available from F.Y. 2012-13 onwards and records prior to this date are not available, probably due to the fact that the same were being maintained in manual registers.
2. As may be seen from Para (s) and (t) of Head (I : General Administration) of **Schedule for Retention of Record** (duly approved vide resolution 31-07 of BoG of the Institute), prescribed retention period for reports, challans, certification and other related correspondence in respect of Testing and Consultancy is **03 years, after completion of the project**. Similarly, as per Para (d: Other Receipts) of Head (II : Accounts), prescribed retention period for Register of Daily Receipts is **03 years**.
3. However, in the recent past, Accounts Section is in receipt of some testing consultancy fees distribution bills, which are from the period 2005-06, i.e. more than 15 years old. Since there are difficulties in ensuring credit verification of such old records, need is felt for ensuring testing consultancy fees distribution, within certain fixed time frame.
4. In view of the above, it is proposed that henceforth time frame of **maximum 03 years** (from date of completion of the project) may be fixed for testing consultancy fees distribution. Prior approval with detailed justification from the coordinator needs to be furnished, in case of testing consultancy fees distribution, beyond this period. All bills **prior to Apr-2018** should be cleared by concerned departments, latest by **Mar-2021**. This will help in proper credit verification by Accounts Section and avoid delays and errors due to non-availability of old records, which are beyond time frame prescribed by Schedule for Retention of Record.
5. These instructions should be followed scrupulously by all concerned, with immediate effect. This issues with the approval of the Director.

DEAN (R&C)

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 of the Director please.
4. Dy Registrar (Accts)/ Registrar - For necessary action please.
5. Dispatch Section - For circulation to all concerned, by e-mail.