



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

NOTE

No. VNIT/Acct/2021-22/Bank list/3218

15 JUN 2021
Date:Jun.2021

SUB: SUBMISSION OF BANK LIST TO ACCOUNTS SECTION IN RESPECT OF THIRD PARTY PAYMENTS - Reg

1. Presently, requests for third party payments in case of direct purchases (below Rs.25000 /-), payment of honorarium to external experts etc. are being forwarded to Accounts Section by various departments/ Sections of the Institute.
2. These claims are processed for payment by Accounts Section, after due verification and after approval by the competent authorities, the cheque is forwarded to bank for processing payments. Bank is processing payments to the concerned beneficiaries on the basis of soft copy of the bank list indicating bank a/c numbers of such beneficiaries and IFSC codes of the concerned bank.
3. In order to avoid delay in payments due to incorrect bank details, it is advised that **copy of bank list in the prescribed format (enclosed at Annexure-I) may be forwarded to Accounts Section**, along-with requests for third party payments in case of direct purchases (below Rs.25000 /-), payment of honorarium to external experts etc. **wherever multiple beneficiaries are involved.**

The bank list may be segregated as SBI and OTHER BANKS beneficiaries.

Soft copy of the bank list may please be sent on mail id of Accounts Section 'dr_acct@vnit.ac.in' at the time of submission of the hard copies to the Accounts Section.

4. It is requested that these guidelines may please be followed scrupulously, with immediate effect.

(Dr J D Ekhe)
DEAN (P&D)

To:

1. All HODs/ Sectional Heads/ 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) - For necessary action please.
5. Dispatch Section - For circulation to all concerned, by e-mail.

ANNEXURE-I

**COPY OF BANK LIST FOR THIRD PARTY PAYMENTS / PAYMENTS TO
EXTERNAL EXPERTS**

A) SBI BENEFICIARIES

Sr No.	Name of the beneficiary	SBI Branch	SBI A/c No.	IFSC Code	Amount in Rs.
				TOTAL (A)

B) OTHER BANK BENEFICIARIES

Sr No.	Name of the beneficiary	Bank and branch	A/c No.	IFSC Code	Amount in Rs.
				TOTAL (B)

TOTAL AMOUNT (A+B).....

Soft copy of the bank list in the excel format forwarded to Accounts Section vide e-mail dated

The bank details have been verified with documents submitted by beneficiaries and found correct.

[Name and Designation of bill(s) forwarding official(s)]

Department/ Section:

Date: