

**AUD  
FINANCE DIVISION**

**August 4, 2011**

**CIRCULAR**

Instances have come to the notice of the undersigned that various advance/adjustment/payment bills submitted by the various Schools/Divisions/Centres are not in order. With a view to streamline the procedures in submission of bills, a few guidelines are given hereunder. Drawing Officers may kindly refer to the instructions printed on the prescribed contingent bill. The more prominent instructions among them are reproduced for ready reference.

1. NO BILL SHALL BE ENTERTAINED WITHOUT PROPER PROFORMA (ADVANCE/ADJUSTMENT/CONTINGENT). PROFORMAS ARE AVAILABLE ON THE WEBSITE.
2. Filling up of each information in the format is mandatory;
3. An order or a bill shall not be split to avoid sanction of higher authority;
4. The vouchers obtained from the vendors must contain the details of services rendered, purchases made, quantity, rate per unit and amount charged, and taxes, if any;
5. The expenditure shall be within the available grants;
6. Record of expenditures shall be maintained;
7. Coy of the Purchase Order should invariably be sent to the Store-keeper, who shall also retain and maintain a PO copy and delivery challan, numbers and date being clearly mentioned in the store register;
8. A certificate has to be submitted along with the bill that the vouchers are authentic and the items of expenditure included in a contingent bill are of obvious necessity and are at fair and reasonable rates;
9. Formal sanction order of the competent authority shall be attached with the bill. Otherwise bill cannot be processed by the Finance.
10. The officer who has signed the vouchers attached to the bills is duly authorised to do so;
11. The rates paid for work done or supplies made are in accordance with any contract or schedule prescribed by the competent authority. Copies of which shall be made available with the bill in the file;
12. Advances, if any shall be settled within one month;
13. The vouchers should be in order and there will be no erasures. Corrections, if any shall be attested by the Drawing Officer on the bill;
14. The total amount shall be mentioned in words also.
15. Certificates prescribed for the relevant bills shall be signed by the competent authority

All Heads of Divisions/Schools/Centres (Drawing Officers) are requested to observe the following guidelines and ensure that they are implemented properly before submitting the bills to the Finance Division for processing and payment.

  
**(ASHA R. RUNGTA)**  
**Controller of Finance**

**All Deans  
Registrar (Admn.)  
Director (CECED)**

**Copy to: VCO**