



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 [India]

NOTICE

TOP PRIORITY/IMMEDIATE

Subject: Closing of accounts for the financial year 2019-20-reg.

This is to notify to all concerned that the closing of accounts at the end of every financial year in any organization is a very important activity, which requires contribution and cooperation from all. Likewise closing of accounts of the Institute for the current financial year 2019-20 is also an important time-bound financial activity that requires contribution and cooperation of all Heads of Departments/ Deans/ In-charges of various Sections/Units as well as individual faculty members, officers and staff.

Accurate and timely preparation of Institute's account is not only a requirement of Hon'ble parliament, MHRD, CAG, and other external stakeholders/ agencies but also ensures early receipts of Plan and Non-Plan funds in the following financial year.

This is pertinent to mention that with the implementation of booking of each and every expenditure in EAT [Expenditure Advance Transfer] module of Public Financial Management System [PFMS] of Government of India, all expenditure proposed to be booked in this financial year 2019-20, is required to be mandatorily booked by **31.03.2020**, else booking will pertain to the next financial year 2020-21.

To achieve this following time-line has been decided to be adhered to :

Sl. No.	Description	Applies to	Action(s) to be taken and timelines
1.	Direct Purchases [Upto ₹25,000/- without quotations as well as P.O. issued by the Heads of Departments upto value of ₹50,000/-]	Heads of Departments/Deans/Registrar (with delegated financial power) as well as individual faculty members/ officers/ staff who have been sanctioned advance.	Bills to be submitted in Accounts Section by 16.03.2020 . Bill not submitted by 16.03.2020 will be paid from the next year's (2020-21) budget.
2.	Purchase Indents (for purchase value > ₹ 50,000)	All Heads/ Section In-charges, and AR (Store & Purchase)	Bill to be submitted to the Accounts Section by 16.03.2020 . To ensure that bill pertaining to such items are processed and POs are issued by Stores & Purchase (S&P) section by 29.02.2020 . Bills are submitted to the Accounts Section latest by 16.03.2020 , after receipt & entering of items in the Stock Register.


Sl. No.	Description	Applies to	Action(s) to be taken and timelines
3.	Bills pertaining to Civil and Electrical Works	Executive Engineer (Civil) / Executive Engineer (Electrical)	Bills pertaining to the Work Orders issued upto this financial year 2019-20, to be submitted to the Accounts Section by 16.03.2020 . Else, expenditure will be booked in the next financial year as per fund availability.
4.	Library	Librarian (oftg.)	Bills pertaining to the Work Orders issued in this financial year 2019-20, to be submitted to the Accounts Section by 16.03.2020 . Else, expenditure will be booked in the next financial year as per fund availability.
5.	Imprest	All Imprest holders	Submit recoupment claims to Accounts Section by 09.03.2020
6.	Temporary Advance	All Temporary Advance holders.	Submit adjustment vouchers to Accounts Section by 09.03.2020 .
7.	Other Personal Claims (TA, Telephone Reimbursement, Medical Reimbursement, Children Education Allowance etc.)	All employees.	Submit claim(s) for reimbursement to the Accounts Section by 09.03.2020 for all concerned employees who have completed their journey on or before 29.02.2020 . However, TA Bills of guests will be continued to be paid till 27.03.2020 subject to availability of budget. Similarly, bills pertaining to other personal claims such as Medical Reimbursement, Telephone Reimbursement, Children Education Allowance and CPDA etc. bills to be submitted by 09.03.2020 .
8.	LTC	All employees.	LTC reimbursement claims bills/ advance adjustment bills for journey completed upto 29.02.2020 to be submit to the AR [Establishment] by 05.03.2020 . AR [Establishment] to verify & endorse entries in the Service Book and forward the bills to the Accounts Section by 10.03.2020 .

Looking forward to cooperation of all in ensuring accurate and timely closing of FY 2019-20 accounts.


[Sarvesh K. Tiwari]
Registrar

Copy to:

1. Director for his kind information, please.
2. All Heads/All Deans/P.T.P./Registrar.
3. All Faculty In-Charges/All Officer In-Charges/All Section In-Charges.
4. President, Students Activities Centre/Chief Proctor/Chief Warden/Warden In-charge Boys' Hostel/
Warden In-charge Girls' Hostel.
5. Coordinators/Prof. In charges: All Central Facilities: Computer Centre/ Workshop/ Library/
Gymkhana/ Centre for Interdisciplinary Research.
6. Dy. Registrar [Academic]/Dy. Registrar [Accounts]/ Librarian/ Medical Officer/ Executive
Engineer[Civil]/ Executive Engineer [Electrical]/ Assistant Registrar [S & P].
7. Faculty In-charge, Computer Centre/ Associate Faculty In-charge, Computer Centre for circulating
to all users through e-mail as well as publishing on the Institute Website under the link:
<http://www.mnnit.ac.in/index.php/administration-notification>.
8. All Assistant Registrars.
9. Guard File.


10/01/2020

[Sarvesh K. Tiwari]
Registrar