

Ref. No. F (B) XII/TB/2019-20/ 338

The Directors of Institutes,  
The Dean of faculties,  
The Head of the Deptt. / Offices,  
The Principal of Mahila Maha Vidyalaya/ Colleges/Schools  
The Chief Coordinator of the Projects /Schemes, CAS, Sap/CAP/COSISTS Programme  
The Prof. Incharge, Central Library  
The Superintendent Engineer, UWD/EWSS  
The Admin. Warden of the Hostels,  
The Chief Warden, University Guest House Complex,  
The Warden Incharge, Faculty Guest House,  
The Joint Registrar (Accounts) I, II/Trade Bill/Finance-C/Budget/IMS Finance Branches.  
The Section officers, IMS (Finance)/Budget/Trade Bill/Finance-C/ Works A/cs/Special Fund  
Banaras Hindu University

**Subject: Time Schedule for submission of orders and bills etc. for the year 2019-20 reg.**

Sir/Madam,

I am directed to request you to plan your various purchases in such a manner, so that the adherence of Time Schedule as framed below be observed properly.

You are, therefore, requested to ensure that the bills duly completed in all respect be forwarded to the Finance Office immediately without waiting for the last date. The position of unexecuted supply may also be reviewed periodically and the firms be reminded accordingly in order to ensure the adherence to the due dates.

In this connection, it is also mentioned that in case the bills pertaining to previous years are returned under observation, the same may also be submitted to the Finance Office without any further delay after making due compliance of the observations, **Further, the priority be given to bills/orders of lapsable grant in order to avoid last hour rush. The bills/ orders pertaining to non-lapsable grant may be processed thereafter.**

1	Last date for submission of various orders for registration in the Finance Office	16.01.2020 (TUESDAY)
2	Last date for receiving bills of all Account including adjustment bills of departmental supplies like BHU Press/CPO Store etc, except those bills mentioned in sl.no. 4	15.02.2020 (SATURDAY)
3	Last date of re-submission of bills; returned under observation by the Finance Office with proper compliance.	25.02.2020 (TUESDAY)
4	Last date of submission of bills pertaining to students claim such as fellowship (including for the month of March 2020) Contingencies, financial assistance to research scholars etc	29.02.2020 (SATURDAY)
5	Last date for receiving the bills of Postage, Imprest, TA Advance and other bills in the personal name of the staff, Adjustment bills, retirement of LC through Bank, TA bills of Examiners.	29.02.2020 (SATURDAY)

As no deviation in the prescribed dates is possible, therefore, you are requested to kindly co-operate with the Finance Wing in its endeavour well in time.

Yours faithfully

DEPUTY REGISTRAR (ACCTS)