



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
जमशेदपुर-831014, झारखण्ड, भारत
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व की संस्थाएं)
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Jamshedpur - 831014, Jharkhand, India
(An Institution of National Importance under MoE, Govt. of India)

कुलसचिव का कार्यालय

OFFICE OF THE REGISTRAR

Ref.No.NITJSR/REG/CD/2023-24/601

Date: - 29/05/2023

To,
All Deans/HODs/HOSs/HCs/Officers/faculty/Chief Warden
National Institute of Technology, Jamshedpur.

Sub:- Submission of all bills according to extant norms-reg.

Madam/Sir,

Please refer to letter No. NITJSR/REG/CD/2022-23/435 dated: 21-04-2023 and NITJSR/REG/CD/2022-23/355 dated: 31-03-2023.

2. All bills prior to 31/3/2023 which have not been submitted till 31/03/2023 will not be accepted in the Finance & Accounts Department for payment / reimbursement. Please do not process them.
3. All bills of April 2023 will be taken in the Finance and Accounts Department for payment/reimbursement only till 31/05/2023. No bill of April 23 will be accepted in June 2023. Please take action to submit all bills of April 2023 within May 2023.
4. As per extant provisions of GFR, no cash payment above Rs 5000/- be made. Even payments less than Rs 5000/- are encouraged through digital medium.
5. The security check must be stamped on the bills of all the items purchased in the Institute. No bill will be accepted for payment in the Finance and Accounts Department without the security check seal on the bill.
6. For strict compliance please.
7. This is issued with the approval of the Competent authority.

Registrar

Copy forwarded to:

1. Office of The Director for kind information.
2. Assistant Registrar (Finance and accounts)

Hard copies shall be provided on specific request
Please print this e-mail only if you really need to - SAVE TREES.

Tel No. +91 667- 2373774 | Email: registrar@nitjer.ac.in | www.nitjer.ac.in
Address:- P.O. - NIT Jamshedpur, Adityapur, District - Sarakela Kharsawan - 831014, Jharkhand