

INDIAN INSTITUTE OF TECHNOLOGY, DELHI

IRD ACCOUNTS

No.IITD/IRD/ACCOUNTS/HIRA-90

DATED 16/02/2015

As the financial year 2014-15 is going to be end on 31/03/2015, We may adhere the following information to timely close the books of accounts of IRD Unit and onward submission to Main Accounts for compilation of Annual Accounts with IIT Delhi:-

- 1) It is intimated to all the faculty members of the Institute of the Institute whosoever is the PI or CI of the project / consultancies / MI projects etc. that the Imprest / temporary advances / Adv. by cheque to vendor are required to be adjusted before 31st March each year for the purpose of closing of accounts.  
All PIs/CIs/Co-PIs etc. are requested to submit above cited adjustment thereof to IRD Accounts on or before 20<sup>th</sup> March 2015.
- 2) IRD has to deposit the Service Tax for the M/o March 2015 by 31<sup>st</sup> March 2015. In compliance to these, IRD cannot Notify / Receipt the Consultancy job beyond 20/03/2015 during this financial year i.e. 2014-2015.
- 3) Honorarium to staff for the cycle-3 will be entertained in the m/o April 2015 only.
- 4) All bills / Payments done through IRD SBI credit card, transactions done during the financial year 2014-15 to be submitted on or before 20<sup>th</sup> March 2015 to account for in the respective project / consultancies / MI projects otherwise it will be counted as advance in the name of particular PI/CI name. This will be adversely affect during CAG Audit and audit para may be raised.
- 5) Further, on the basis of declaration submitted by project staff, Income tax to be finalized by 20<sup>th</sup> Feb.2015. Therefore any refund of tax on the basis of new saving/declaration will not be entertained. The same may be claimed on filing of Income Tax return only.

Co-operation of all concerned is earnestly required.



(M. SHAMIM)

Assistant registrar (IRD A/Cs)

Distribution :-

All Heads of Department/Centre

CC:-

- Dean, R&D
- Assoc. Dean, R&D
- Assistant Registrar (IRD)
- Ms. Bindu, : For email to all faculty