

IRD Accounts

No. IITD/IRD/Accounts/HIRA/291

Date: - 28.05.2013

Sub:- Request for Statement of Expenditure (SoE) and Utilisation Certificates (UC) by PI/CI

SoEs and UCs for projects and consultancies are required by PIs/CIs throughout the year for their own use and for sending them to Funding Agencies. The demand of these remains high throughout the year and is often found to be at the peak during the months of April and May. At present SoEs and UCs are prepared manually using manually maintained ledgers after reconciliation of the same with other account books. This requires extensive effort and time of a Dealing Assistant. Many a times, the above demand of SoEs and UCs pertains to more than a year and involves calculation of interest based on receipt and expenditure. Since SoEs and UCs have to be prepared with utmost caution to avoid possibility of mistake, sufficient time is required to address such requests. At the same time, it is important that PIs and CIs do not have to unnecessarily follow up for the preparation of SoEs and UCs with IRD accounts. At times, the requests are received as verbal communication, which is often difficult to track.

IRD Accounts is trying to implement computerization of accounts so that SoEs and UCs can be provided on demand, however, this is an extensive exercise and would require time to be in operation. In the mean time, in order to facilitate the preparation of SoEs and UCs in a time bound manner, the following procedure has been implemented:-

1. The request for SoEs and UCs shall be in writing in Form No.IRD/SoE-UC available on the IRD website.
2. IRD Accounts would provide the required SoE and UC within 10 working days from the date of receipt of the above form in IRD Accounts. In case SoE and UC are required in urgency, the same would be processed with the approval of AD (R&D).

It is requested that all PIs/CIs cooperate with the above procedure for smooth functioning of the IRD Accounts. In case there is an undue delay, the same may be brought to the notice of AD (R&D).

This has the approval of the Competent Authority.

(Signature)
28/5/2013
(Anup Kuksal)

Assistant Registrar (IRD Accounts)

Distribution :-

All Heads of Department/Centre : It is requested that the content of the circular may kindly be brought to the notice of all faculty of your Deptt./Centre

Copy to:-

- Dean (R&D)
- Associate Dean (R&D)
- Assistant Registrar (IRD)
- All Supervisors & Dealing Assistants of IRD Accounts
- Mr. Sudesh Kr. Bansal, Sr. Data Processor, IRD

: For email to all faculty and updating the IRD website.