

URGENT

INDIAN INSTITUTE OF TECHNOLOGY DELHI

IRD Accounts

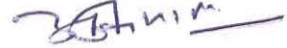
No. IITD/IRD/Accounts/HIRA 156
Dated :- 22nd March 2013

Subject: Closing of Accounts; Submission of adjustment account of imprest/temporary advances (purchase) drawn by PIs/CIs etc before 31st March 2013;

All PIs/CIs are aware that imprest/temporary advances (purchase) are required to be adjusted before 31st March every year for the purpose of closing of accounts. A circular in this regard has already been issued to all HODs/HOCs for compliance by Main Accounts.

As outstanding imprests/advances on 31.03.2013 may attract audit comments, all PIs/CIs/Co-PIs etc, who still have imprests/temporary advances pending for adjustment are requested to submit adjustment thereof to IRD Accounts as early as possible and **latest by 28th March 2013 (29th to 31st March 2013 being holidays).**

Co-operation of all concerned is earnestly requested.



(ANUP KUKSAL)
Assistant Registrar (IRD A/Cs)

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)
- Mr. Sudesh Kr. Bansal: For email to all faculty and updating the IRD website.
Sr. Data Processor, IRD