

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
FINANCE AND ACCOUNTS SECTION

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No. IITK/AA/FBC/2021-22/48

Dated: December 14, 2021

CIRCULAR

Subject: Closing of Accounts for the financial year 2021-2022

Like previous years, the closing of accounts for the current financial year 2021-22 is an important time—bound financial activity that requires contribution and cooperation of all departments/ sections/ centers/ units/ offices and individual faculty, officers and staff.

2. Accurate and timely preparation of institute's account is not only a requirement of Hon'ble Parliament, MoE, CAG, and other external stakeholders / agencies but also ensures early receipt of Capital and Revenue funds in the following financial year.
3. With the above in view, the table below has been framed to guide everyone in performing their role in the process of closing of accounts. Adherence to the timelines given against each activity is also in the interest of departments, sections and individuals, as it shall ensure gainful and complete charging of their claims to their current year's budget/entitlements.

S. No	Description	Applies to	Action(s) to be taken and timelines
1	Direct Purchases	All (with expenditure sanctioning authority).	Bills to be submitted in Finance & Accounts (F&A) Section by 21-02-2022. All direct purchase bills that remain unpaid after 21-02-2022 shall be charged to concerned unit's budget of the current financial year, subject to availability of funds.
2	Purchase Indents (for purchase value > ₹ 25,000)	All Departments & Sections.	To ensure that these are processed, and POs are issued by Stores & Purchase (S&P) section by 21-02-2022, else commitment will be charged to next year's budget.
3	Purchase Orders (for all purchase > ₹ 25,000) and receiving of goods and services against these POs already issued / to be issued during FY 2021-22.	Head CC, Librarian, SE, AR (S&P) and all indenters.	Review all open POs (i.e., where complete delivery of ordered goods and / or services has not yet been received) and wherever possible ensure completion of delivery. Further, duly completed, and signed Inspection Reports and bills be forwarded through Internal Audit to S&P sections. Intimate S&P and F&A sections of POs that may be treated as closed i.e., where ordered goods and services have been completely received. Cut-off dates are as follow: PO issue date: 01-03-2022 Review date: 07-03-2022 Bill submission date: 14-03-2022 Audit completion date: 22-03-2022

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4	Imprest	All Imprest holders	Last date for submission of claim for recoupment in F&A section by 10-03-2022. Submission for settlement in F&A section by 15-03-2022.
5	Temporary Advance	All Temporary Advance holders	Last date for submission of advance request in F&A section by 10-03-2022. Submission for settlement in F&A section by 15-03-2022.
6	Other Personal Claims (TA / LTC, Telephone reimbursement, Medical reimbursement, CPDA etc.)	All employees.	Submit claim(s) for reimbursement to concerned section by 10-03-2022 for all concerned employees who have completed their journey on or before 28-02-2022. However, TA Bills of guests will be continued to be paid till 30-03-2022, subject to availability of budget. Bills against Medical Advances taken on or before 28-02-2022 to be settled by 10-03-2022. Claims of Children Education Allowance for the F.Y. 2021-22, should be submitted with F&A Section in the next F.Y. 2022-23. CPDA claims can be submitted till 07-03-2022. Any balance available as on 31-03-2022 will be carried forward to the next financial year 2022-23. Further, claims can be sent to F&A Section from 11-04-2022 onwards.
7	Receipting	All Departments and Sections that have in their custody cash/cheques /bank drafts in favour of the Institute.	Deposit with concerned section Cashier by 22-03-2022.
8	Invoice requirements and Invoice issuance.	All Departments and Sections that raise invoices for services provided to internal (within the Institute) and external customers.	Raise invoices and ensure these are received by service receivers, under intimation to F&A section by 10-03-2022.
9	Payroll	All employees.	Check and confirm with your payroll unit regarding income tax deduction that may apply in February 2022 salary. Action by 15-02-2022.
10	Verification of : a. Inventory b. Non-Consumables c. LTAS d. TDRs e. Library books	AR (S&P) AR (S&P) AR (S&P) AR (DORA) in consultation with respective sections Librarian	11-04-2022 11-04-2022 11-04-2022 11-04-2022 11-04-2022

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	f. Bank Guarantees	All Departments and Sections. Submission of verification report by S&P to F&A	11-04-2022 20-04-2022
11	Setting of advance payments	All Departments & Sections	Adjust advance payments for their recognition as expenditure for cases where the ordered goods and services have since been successfully received. Procedure as outlined in point 5 above to be followed.
12	Returned/outdated/un-mailed cheques	All Departments & Sections	To be settled with F&A section /R&D office by 05-04-2022.
13	Payments including advance/ forex payments and opening of Letters of Credit.	All Departments & Sections.	Cases to be forwarded to the relevant section for ensuring that these are effected on priority. Deadline: 10-03-2022.
14	Buyback/Condemnation of Equipments and other obsolete items	All Departments & Sections.	AR (S&P) to intimate by 06-04-2022, for onward submission to F&A section/ R&D office by 15-04-2022.
15	Depositing Original/Supporting documents for advances taken against Computer/House Building Advances	All Concerned Employees	To be deposited with F&A section/R&D office by 10-03-2022.
16	Suppliers/Contractors of Works department of the Institute	Institute works Department	F&A section to be intimated by 17-03-2022, for all current liabilities and previous year's liability towards Construction. Works Department should ensure that all suppliers and contractors must submit their bills by 10-03-2022.
17	Secured Advances against Material/Interest on Mobilization Advances /Closing stock of all civil and Electrical department	Institute works Department	F&A Section to be intimated by 05-04-2022.

- **Note – With the implementation of TSA for making payments, above guidelines must be adhered to strictly. As no payment will be made after 29-03-2022 (2 days have been kept reserved for any exigency or personal payment). Institute's grant remaining unspent shall be absorbed by ministry and may also affect next year's grant.**

4. We look forward to cooperation of all in ensuring accurate and timely closing of FY 2021-22 accounts.


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