D.No. 179 / Bill                                      Dated: 25.11.2014

All Dean of Faculties,
All Chairman of Department of Studies,
All Provosts/Principal of Schools and Colleges,
Registrar/Controller of Exam & Admission/MIC’s,
All Heads of the Department/Offices and Institute,
Secretary to Vice-Chancellor/Pro-Vice-Chancellor,

Aligarh Muslim University, Aligarh,

Subject: Last date for presenting bills against the Budget Allotment/unspent balances of the respective departments for the year 2014-2015.

1. In order to avoid rush of bills at the fag end of the financial year and also enable this office to scrutinize the bills properly and to get all the cheques prepared by 31st March 2015 all the bills and other claims payable out of the budget provision for the year 2014-2015 may kindly be sent to the Finance & Accounts Department on or before 15.02.2015.

2. Orders should not be placed with any firm against the budget provision for 2014-2015 if the material is not likely to be received and the Bill/Accounts duly completed are not likely to be submitted on or before 15.02.2015. Also items purchased by opening letter of credit should be in such a manner that the adjustment be made well before 31.03.2015.

3. The last date for presenting bills (i.e.15.02.2015) is applicable equally to the bills of plan and other Schemes the grant of which lapses on 31.03.2015. Annual Maintenance/Professional/Advertisement/Contract Services bills etc. which involve the deduction of Income Tax also may be sent to the Finance & Accounts Department strictly by 15th February 2015 to avoid the penalties under Provisions of the Income Tax Act and bills of E.D.A./Honorarium, Remuneration etc. may also be sent for payment by 15th January 2015 as it also involves the Income Tax deduction on the same terms as stated above.

4. In the last financial year 2013-2014, it was observed that many Department/Offices had incurred expenditure over and above of their budgetary provision without obtaining prior approval with the hope that bills will be paid by the Finance Office by providing additional funds out of any other Head of Account, which creates unnecessary burden on the University funds. This year it will not be possible to do so, therefore, the Chairman of the Departments and Heads of Offices are kindly requested to review the position of their budget provision and expenditure incurred there against, so far, and ensure that no order is placed over and above the budget provision.

5. A Certificate regarding the Imprest money held by the Departments/Offices including the amount of imprest, cash in hand detail of vouchers for expenditure incurred there from may also kindly, be sent by 31.03.2015 positively.

(Jawwad Ahmad Khan)
Finance Officer