

CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH, LUCKNOW

No.IITR/Misc./2022-23

Dated: 30.09.2022

ACCOUNT SECTION

Since number of proposals are received in Account Section from different divisions seeking the fund availability position and its admissibility It has been observed that stipend bills in respect of Fellows/Associates/Project Assistants are being received very late in the Account Section resulting which there is quite delay in making payment to them. They also approach Account Section for early payment. In this regard, a serious attention is required to be paid by the concerned functionaries.

All Project Incharge/Divisional Heads/Sectional Heads are requested to kindly furnish the attendance sheet/claim form in respect of the Fellows/Associates/Project Assistants working under them on the first working day of subsequent month. DDO is requested to get the bills prepared and submit to the Account Section at the earliest possible but not later than 04 working days after the receipt of the attendance sheets/claim form. Account Section shall make the payment within 03 working days, so that, within 07 working days of the subsequent month, Fellows/Associates/Project Assistants may get their stipends.

R P Tripathi
30.09.2022

(R P Tripathi)

Finance & Accounts Officer

To:

1. All Project Incharge/Divisional Heads/Sectional Heads
2. DDO
3. All Dealing Assistants/SO of Finance Section
4. Scientist Incharge, ICT Division for uploading in CSIR-IITR Intranet for information to all
5. PS to Director for information