

CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH, LUCKNOW

No.IITR/Misc./2021-22

Dated: 30.09.2022

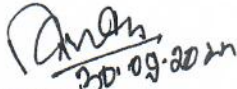
ACCOUNT SECTION

To avoid delay in making legitimate payment to the employees of CSIR-IITR, Fellows, outside members, vendors and other related parties who provided the services to CSIR-IITR, a time frame is required to be maintained in Account Section and brought to the notice of all concerned to make them hassle free.

Keeping in view the number of activities/channels involved in examining the proposals and passing the bills for payment etc. and to make efficient service delivery system, a standard time frame is being sketched out here as below for strict compliance:-

Sl. No.	Nature of proposal/payment	Maximum time(working days) to be taken from the date of receipt of the bills/proposals/requests in Account Section						
		Diary	DA	SO/F&AO	DA Vouchering	Final payment	Total maximum time to be taken	
1.	Proposals from Admn.	Same day	03 day	02day	01 day	Same day	06	
2.	Proposals from Purchase	Same day	03 day	02 day	01 day	Same day	06	
3.	Proposals from IITR ESD and other section	Same day	03 day	02 day	01 day	Same day	06	
4.	Bills from all Section/Divisions	Same day	03 day	02 day	01 day	Same day	06	

In case of any discrepancy in the proposals/bills, the same may be returned to the concerned Section/authority with detailed remarks. Bill/proposals/request may not be retained by any of the above officers/DAs in Account Section on their seat beyond the above specified time and without any valid justification. In case, if it is found delay, it will be taken as otherwise and necessary action may be initiated for the inordinate delay. It may also be noted that in case of emergent/urgent case(s), efforts may be made to attend and settle the same on the same day. In case of works in which MBs is involved, an additional maximum period of 05 days may be taken by Dealing Assistant. The above time frame is effective from today. A list of pending bills/proposals pertains to previous period may also be prepared and put to their reporting officers for necessary action.


30.09.2022
(R P Tripathi)

Finance & Accounts Officer

To:

11. All Dealing Assistants/SO of Finance Section
12. Scientist Incharge, ICT Division for uploading on Intranet of CSIR-IITR for information to all
13. PS to Director for information
14. PS to CoA | 