

राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर  
महात्मा गांधी एवेन्यू, दुर्गापुर- 713209, (पश्चिम बंगाल), भारत  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR – 713 209,  
WEST BENGAL, INDIA

No.NITD/Reg/Circular/2023

June 20, 2023

**CIRCULAR**

This is to notify to all Head of the Departments/Sections/Centres/ Centre facilities of the Institute that it is decided by the competent authority of the Institute, henceforth, it is mandatory to submit the attached 'Summary Sheet' for processing of the bills and processing the requests for financial/administrative approvals.

*Sharma*  
20.6.23

**Registrar (I/C)**

**Copy to:-**

1. Director
2. All Dean
3. All Head of the Departments/Sections/Centres/ Centre facilities
4. Director's Secretariat
5. Registrar's Secretariat
6. File copy

# National Institute of Technology Durgapur

Date:

## Summary Sheet

### For New Financial Approval Requested

1. Department/Section:
2. Purpose of financial approval:
3. Whether the fund has been sought for a similar purpose earlier (if yes, give details):
4. The amount of financial approval requested:

Indenter (Name):

Forwarding authority (Name):

\_\_\_\_\_  
Signature with date

\_\_\_\_\_  
Signature with date

### For Processing of Bill

1. The amount of financial approval (attach the IFC approval):
2. The head of account:
3. Amount of approved fund already utilized (give breakups if used multiple times):
4. Amount of approved fund left:
5. Whether procured through GEM/GFR 2017 following appropriate rule with prior approval from the competent authority (document to be attached):
6. Bill amount to be paid:
7. Leftover amount (if any):

Indenter (Name):

Forwarding authority (Name):

\_\_\_\_\_  
Signature with date

\_\_\_\_\_  
Signature with date

\_\_\_\_\_  
JR (F & A)

\_\_\_\_\_  
DR(IA)

### Important Notes

1. Multiple financial allocations are not to be used for one procurement except prior approval from the competent authority.
2. Food bills of Institute guests/official meetings/other official events must be certified by at least three concerned officials/faculty members who have attended it.
3. Bills related to Guest Lectures/Examiners etc. must be certified by the concerned Department HoD before submission.
4. All food bills and Guest House housekeeping bills must be submitted within one month.
5. Late bill submissions without proper justifications will not be entertained.