



रा.इ.सू.प्रौ.सं  
**NIELIT**  
राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर / जम्मू  
**National Institute of Electronics & Information Technology, Srinagar/Jammu**  
Ministry of Electronics & Information Technology, Govt. of India  
New Campus, University of Jammu, Dr. Ambedkar Road, Jammu-180 006.

Ref. No. 06/2022

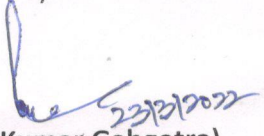
Date : 23.03.2022

### **OFFICE ORDER**

In view of closing of financial year 2021-22, all project Incharges are requested to submit their pending bills pertaining to Financial Year 2021-22 before 26<sup>th</sup> March 2022. Further, unless & until the reasons for not doing billing is explained specifically, it will be presumed that there is no pending billing.

Additionally, payment on account of GST liability is required to be finalized before 31<sup>st</sup> March 2022 alongwith all transaction-wise details, as per applicable provisions prescribed under the Act. Therefore, in order to file the monthly return of GST and to process the payment of GST well before the due date, bill data will only be accepted by Accounts upto 28.03.2022. Bill data beyond this date will not be entertained under any circumstances.

Please ensure the above strictly.

  
(Susheel Kumar Gabgotra)  
Additional Director (A&F)

Copy to :

#### **Jammu Centre :**

1. Sr. P.S. to Executive Director - for information please.
2. Additional Director(Systems) - for circulation to their staff.
3. Joint Directors - for information & among staff under their control.
4. Asstt. Director (Admn.) - for information please.
5. Asstt. Director (Finance) - for information please.
6. Accounts Department - for information.
7. Hindi File
8. Notice Board

#### **Srinagar Centre :**

1. Officer-in-Charge Srinagar for circulation to all concerned at Srinagar.
2. Asstt. Director (Admn.) - for compliance.





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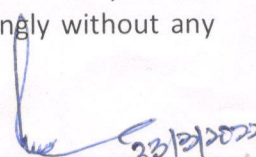
Ref. No. 07/2022

Date : 23.03.2022

## **OFFICE ORDER**

**Subject : Adjustment of Advances of Employees.**

1. In view of closing of financial year 2021-22, all employees of NIELIT Jammu/Srinagar are advised to immediately submit their TA Claims / Expense bills / other claims latest by 28.03.2022 against which such advance was drawn to adjust their debit balance in their respective accounts.
2. Similarly the imprest account balances, if any, are also required to be cleared by 28.03.2022.
3. No fresh advance will be released during the period from 26th March 2022 to 31<sup>st</sup> March 2022.
4. In case of non submission of claims or deposit of unutilized balance with Accounts department within stipulated time as stated above, their debit balances will be deducted from salary for the month of March 2022 and adjustment in their account will be made accordingly without any further intimation to the concerned.

  
(Susheel Kumar Gabgotra)  
Additional Director (A&F)

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