

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

CIRCULAR

NITS/ADV/ 2023-24/10901-10950

Date: 27 August, 2025

It has been observed that due to lack of clarity on procedural matters, often settlement of bills/ claims becomes cumbersome resulting in resentment amongst the stakeholders. In order to avoid this and with a view to streamlining the system of financial management and ensuring hassle-free settlement of bills and claims by Accounts Section, the following guidelines are issued for information and compliance by all concerned.

1. **Administrative Approval:** In all matters related to incurring of expenditure, prior Administrative Approval of the Competent Authority is required to be obtained invariably. Amount of estimated expenditure is required to be indicated while submitting proposal for approval.
2. **Financial Approval:** The purpose of Financial Approval is to confirm that funds are available in the allocated budget for spending within the current financial year. After obtaining administrative approval, proposal for Financial Approval is required to be sent in Form No. AC/009 to Accounts Section for necessary follow up action. It may be noted that in all cases, **Financial Approval is valid for spending within the current financial year and revised Financial Approval is required to be obtained in the next Financial Year in case the Bills/Claims are not settled in the previous Financial Year/s.**
3. **Procurement of Goods and Services through GeM:** As per Rule 149 of the General Financial Rules (GFR-2017), for goods and services available on GeM, procurement is required to be done through **GeM** only. Non-availability certificate from GeM shall be required for procurement through other sources (for details Rule number 149, 154 and 155 of GFR may please be referred to). Brand name is not to be indicated in Tender enquiry/ Purchase order.

Further as per Rule 149(viii) of GFR 2017, 'A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand'. Certification as per GFR 154 and 155 is to be attached if procurement is made under the Rule 154 and 155 of GFR 2017 after obtaining non-availability certificate from GeM.

4. **Submission Of Bills/Claims for Payment/Reimbursement:** In order to ensure smooth and timely payment of Invoices/ Reimbursement claims, the following documents are required to be submitted invariably along with duly filled Form 1/2 AC in the following sequence:
 - i. Administrative Approval (Original/ photocopy duly certified with seal of the signatory)
 - ii. Financial Approval (Original)
 - iii. Purchase Order/ Work Order (Original/ Certified photocopy)
 - iv. Original Bill/ Invoice (GST Invoice preferably)/ Claim duly certified as under:

For Goods: Goods mentioned in the Bills/Invoice are as per specification indicated in the Purchase Order/ Work Order, supplied within the time limit and received in good condition. Stock entry has been done vide Stock Register No..... Page No.....

For Services: Services mentioned in the Bill/ Invoice have been rendered as per terms and conditions indicated in the Work Order/ Purchase Order and have been found to be satisfactory.


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रा.प्रौ.सं. सिलचर-10
REGISTRAR
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For Civil and Electrical Works (Construction/ Renovation/ Repair of Buildings/ Roads Repair Etc.): Certificate to be recorded as per CPWD works manual.

- v. Copy of Warranty Certificate (Wherever applicable)
- vi. Payment Proof (e-payment only for amount above Rs. 5000/-) is to be submitted along with Bill/ Invoice, in cases of reimbursement claim.
- vii. Any other relevant document/ information.

5. **Booking of Air-Tickets:** As per instructions of the Govt. of India, in all cases of travel where the Government of India bears the cost of passage, Air Tickets shall be purchased only from the Three Authorised Travel Agents viz.

- i. M/s Balmer Lawrie & Company Limited (BLCL)
- ii. M/s Ashok Travels & Tours (ATT)
- iii. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

(For details please refer to earlier Circular No. NITS/ADV/2023-24/17429-55 dated 25.10.2024 - copy enclosed).

All claims reimbursement/ settlement of Advance for TA/DA, LTC etc. are required to be submitted within the time frame as per relevant rule.

6. **Submission of Adjustment Accounts of Advance:** As per Rule 323(1) of GFR 2017, 'The Head of the Office may sanction advances to a Government Servant for purchase of goods or services or any other special purpose needed for the management of the office, subject to the following conditions:-

- (i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
- (ii) The purchase or other purpose cannot be managed under the normal procedures, envisaging post procurement payment system.
- (iii) The amount of advance should not be more than the power delegated to the Head of the Office for the purpose.
- (iv) The Head of the Office shall be responsible for timely recovery or adjustment of the advance.

As per Rule 323(2) of GFR 2017, 'The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).

No advance shall be sanctioned to any employee, if there are 3(three) or more outstanding advance (drawn for official purpose) due against him/her.

Revised form for drawal of Advance is attached.

The above guidelines are required to be followed by all concerned with immediate effect.

This is issued with the approval of Competent Authority.

Copy for information and necessary action to:

- 1. Director for kind information.
- 2. All Deans.
- 3. All Head of Departments/ Head of Sections.
- 4. All Officers/ all FICs/ all Centre i/cs.
- 5. All Departments/ All Sections.
- 6. Guard File.


Registrar
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NATIONAL INSTITUTE OF TECHNOLOGY: SILCHAR

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No. NITS/ADV/2023-24/04/17429-55

Date: 25-10-2024

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Attention of all concerned is drawn to GOI, Ministry of Finance OM No 19024/03/2021-E.IV dt 16-06-2022 (Copy attached) wherein instructions regarding booking of Air tickets on Government accounts were issued. The OM, inter-alia, states the following:

1. In all cases of travel where the Govt. of India bears the cost of passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.
 - i) M/S Balmer Lawrie & Company Ltd.(BLCL)
 - ii) M/S Ashok Travels & Tours (ATT)
 - iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
2. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for **Non-Stop** flight in a given slot at the time of booking.
3. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

The above instructions are brought to the notice of all concerned for strict compliance and any deviation from the above will not be accepted.

Further all Invitation/Appointment letters to external experts may specifically mention the above instructions of Govt. of India for booking of air-tickets from authorized travel agents only.

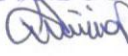
Other contents of the GoI, OM as mentioned above is also required to be followed strictly.


Registrar

Copy forwarded for information and necessary action to:

- 1) PA to Director for kind information of the Director.
- 2) All Deans/HoDs/Officers/Section In charge/FICs/Chairman (Library/Health Centre) with a request to bring it to the notice of all concerned for compliance.

OFFICE COPY


28/10/24