

**FINANCE AND ACCOUNTS
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. IITR/F&A/159

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Notification

After an internal review, the Director has approved the following regarding advances paid to firms:

Henceforth, only advances like T.A., L.T.C., P.D.A., H.B.A, Medical Advance etc. which are paid to employees will be reflected in the pay slips of the employees. Thus, advances which are paid to firms will not be reflected in the pay slips of employees.

The responsibilities of Indenter & MM Section and Finance & Accounts Section in the payment of advances to firms will be as described below:

Indenter:

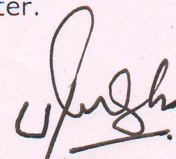
- Documents related to advance, including the advance form, will be submitted by the Indenter to the MM Section.
- The Indenter will settle the advance before the expiry of the bank guarantee.
- If there is any problem in the supply or installation of the procured item, the indenter will inform the MM Section for seeking extension of bank guarantee from the firm.
- The Indenter will submit all the papers related to installation, warranty and other documents related to the adjustment of advance within the required time frame to the MM Section. Indenters will continue to be responsible for the adjustment of the advance.

MM Section:

- As per purchase rules, advances related to purchase are paid against 110% bank guarantee.
- If any communication is not received from the Indenter by 20 days before the expiry of bank guarantee, it will be assumed that everything is fine and the bank guarantee will be released by the MM Section two weeks after informing the Indenter about the same.
- Original bank guarantees will be with the MM Section.

Finance & Accounts Section:

- Advances will be in the name of the MM Section and payment will be made to the firm.
- Such advances will not be reflected in the pay slip of the Indenter. However, the name of Indenter can be obtained from the Advance Form submitted by the indenter.



(U.P. Singh)

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