

# INDIAN INSTITUTE OF PETROLEUM AND ENERGY FINANCE & ACCOUNTS DIVISION

**MOST IMMEDIATE**

IIPE/ FINANCE/2022-23/84

Date: 23.12.2022

## **CLOSING OF ACCOUNTS FOR THE FINANCIAL YEAR 2022-23**

The closing of Accounts is an important time-bound financial activity that requires the contribution and cooperation of all departments/ sections and individual faculty, officers, staff, and scholars.

2. Accurate and timely preparation of the Institute's Account is not only a requirement of the Hon'ble Parliament, MOPNG, CAG, and other stakeholders but also ensures early receipt of the Capital Funds in the following Financial Year.

3. With the above in view, the table below has been framed to guide everyone to submit their bills, viz., Telephone bills reimbursement, CEA, Supplier/ Vendor/Contractor bills, Student fellowship/Contingency bills, Imprest adjustment bills, LTC bills, CPDA bills, Honorarium to External Experts and any other bills (Capital, Revenue and Project), etc., to the F&A Division as per the timelines prescribed:

Sl. No	Particulars	Submission/ Action by
1	Bills raised up to 31.12.2022	16.01.2023
2	Bills raised from 01.01.2023 to 31.01.2023	16.02.2023
3	Bills raised from 01.02.2023 to 28.02.2023	10.03.2023
4	Bills raised from 01.03.2023 to 15.03.2023*	15.03.2023
5	Payroll- All employees (regarding TDS)	15.02.2023

\*Accepting bills from suppliers after 20th March may be avoided, suppliers may be asked to generate those bills in April 2023.

Bills sent contrary to the above timeline will not be accepted. We solicit your cooperation to ensure accurate and timely closure of FY 2022-23 accounts.

**Copy to:** DT for kind information

: All employees

: Ph.D Students



*(Handwritten Signature)*  
**Registrar(I/c)**