



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

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IPE/ FINANCE/2024-2025/43

Dated:24.01.2025

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Sub: Submission of Bills & Closing of Books of Accounts for F.Y 2024-2025

As the Financial Year 2024-25 approaches its closure on **31st March 2025**, it is imperative to adhere to the directives of the Ministry of Education (MoE), Government of India. All expenditures/payments pertaining to FY 2024-25 must be booked and paid through PFMS in the Treasury Single Account (TSA) before the deadline. Any unutilized funds left in the TSA account as of **31st March 2025** will lapse. Bills from the current financial year will not be entertained in the next financial year.

All HoDs, employees, and PG/PhD students are requested to submit their bills viz., Telephone, CEA, Supplier/Vendor/Contractor Bills, Student Fellowship/ Contingency bills, Imprest Adjustment Bills, LTC, PDA Bills, Honorarium to External Experts, Project related and any other bills as per the schedule below:

Sl.No	Particulars (Bills)	Last date for submission
1	Bills raised up to 31st December 2024	31.01.2025
2	Bills raised during January 2025	09.02.2025
3	Bills raised during February 2025	11.03.2025
4	Bills raised during 1st to 20th March 2025	21.03.2025
5	Bills raised during 21st to 25th March 2025	25.03.2025

Key Points to Note:

- Unpaid bills must be reported to the Accounts Section by **25th March 2025** for provisioning.
- Bills from suppliers after **20th March 2025** should be avoided. Suppliers may generate such bills in **April 2025**.
- Bills submitted after the stipulated timelines will not be accepted.

All concerned are requested to comply with the instructions for the timely closure of the financial year.

To: All Employees, Project Staff, Scholars and Students

Copy To: Director for kind information.



A. Kumar
24-01-2025
Registrar

R. P. DWIVEDI
Registrar
Indian Institute of Petroleum & Energy
Visakhapatnam