

F. N. APC-13/4/2023-APC
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Accounts Section – Project)

Date: 09.09.2026

CIRCULAR

Subject: Submission of Bills/Supporting Documents after Completion of Training/Activity/Field Visit for timely preparation of SoE & UC and release of monthly remuneration of the contractual staff– reg.

It has been observed that there is an undue delay in submission of bills and supporting documents pertaining to Training/Activity/Field Visits conducted under various projects. Due to which it results in delay for submission of SoE & UCs to the respective funding agencies. It has also been observed that SoE & UCs of some of the projects are pending for more than a year. The delay in submission of SoE & UCs as well as settlement of accounts has been viewed seriously by the Ministry/funding agencies.

2. It is also observed that there is delay in processing of monthly remuneration of the contractual staff engaged under the projects.

3. In view of above, it has been decided that for timely preparation and submission of the SoE and UC to the respective Funding Agencies, all Nodal Officers/Course Coordinators/Associated Staff concerned are requested to ensure submission of the complete set of original bills/supporting documents, duly verified by the concerned Nodal Officer/Course Coordinator, to the Accounts Section (Project) within 15 days from the date of completion of the respective Training/Activity/Field Visit. The documents should also be submitted in compliance with applicable statutory requirements, including GST/Income Tax provisions, wherever applicable.

4. It is also decided that the Accounts Section (Project) to release the payment for the bills submitted by the Project's Nodal Officers within next 15 days and to ensure that the draft SoE & UCs is submitted to concerned Project's Nodal Officers with one week after the settlement of bills.

5. Hence, all the Project's Nodal Officers and the Account Section (Project) are hereby requested to adhere the given timeline with utmost priority and also must ensure that the final SoE & UCs are prepared preferably within 45 days from the date of completion of the project.

6. In order to comply with the above instructions, all concern Project's Nodal Officers are requested to submit the bills within the given timeline. So to comply with the given timeline, it is to inform that, the bills submitted after 15 days from the completion of Project/Activity may not be considered for payment, except in exceptional cases.

7. All the Project's Nodal Officers are requested to process the monthly remuneration of the contractual staff engaged their respective project positively before 05th of following

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month. Further, Account Section (Project) to ensure that the monthly remuneration to the contractual staff engaged is released within 03 working days from the date of approval. The delay in releasing remuneration will be viewed seriously and may invite disciplinary action as deems fit. Hence, all concerns are hereby requested to adhere the timeline in releasing remuneration without fail.

This issues with the concurrence of Director, NIHFW.


(Sanjay Kumar)
Deputy Director (Admn.)
NIHFW, New Delhi

To,

1. All Project's Nodal Officer
2. Section Officer (Accounts Project)

Copy to:

1. SPA to Director
2. SPA to DD(A)
3. All Head of Departments/Sections
4. I/C Computer Centre (for uploading Institute's website)