



CIRCULAR

Sub : Submission of DC / MC / VIVA-VOCE claim bill – Reg.

The DC / MC / VIVA-VOCE claim bills are to be submitted as early as possible after the completion of the meeting.

In any inevitable circumstances the claim bill should be submitted within 6 months from the completion of the meeting.

The claim bill submitted after 6 months from the conduct of the meeting will not be accepted categorically.

This time frame should be strictly adhered to, for avoiding accounting and auditing problems.

Sd/-

DIRECTOR (RESEARCH)