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NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE AND CHILD HEALTH



आई सी एम आर – राष्ट्रीय प्रजनन एवं
बाल स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute for Research in
Reproductive and Child Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

B/13011/01/2024-24/ST/POLICY

E - 184705

Subject: Timely Submission and Clearance of Invoices – Avoiding Unpaid Dues

It has come to notice that delays are occurring in the processing and clearance of invoices, resulting in payment backlogs and administrative inconvenience.

To streamline the process and avoid any such delays in future, all concerned are hereby instructed as follows:

1. Immediately after receipt of materials, the concerned division must submit the invoice along with the Security Entry (Gate Entry) to the Stores Section without any delay.
2. The Stores Section will forward the duly verified invoices to the Accounts Section for timely processing.
3. The term “*duly verified*” shall be interpreted as follows:
For Sample Testing Services:
A self-certification must be provided by end user on the invoice stating that the services have been availed satisfactorily. Mere signature without such certification will not be accepted.
For AMC (Annual Maintenance Contract) Services:
The Maintenance Department must submit the relevant service report to the Stores Section promptly after attending the service request.
For Equipment Procurement:
The concerned end user must submit the installation report immediately after successful installation of the equipment.
4. Dealing clerks in the Administration divisions who handle invoices are strictly advised to ensure prompt clearance. Unnecessary holding of invoices at their level will be seriously viewed and may attract administrative action.
5. Under no circumstances should invoices be held without valid and documented justification. Any issues or discrepancies must be raised and resolved promptly.
6. Unwarranted delay in processing invoices is a dereliction of duty and lack of devotion, hence punishable. Under Rule 3(1) of CCS (Conduct) Rules

All Heads of Divisions and Sections are requested to bring this to the notice of their staff and ensure strict compliance.

Digitally signed by
Geetanjali Sachdeva
Date: 09-06-2025
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Director