**Sriram Institute of Marine Studies**

**Village Bamnoli, sector 28, Dwarka New Delhi- 110077**

 **Payment Schedule of the Month Aug-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Description**  | **To be Submitted**  | **Date of Payment** |
| 1. | Faculty Invoice of Previous month | 02/08/2021 | 05/08/2021 |
| 2. | Claims on duty/ convenience  | 05/08/2021 | 10/08/2021 |
| 3. | Vendor Bills |  |  |
| 4. | Training Bills |  | After 05 working days |
| 5. | Course fees refunds | At any time | On all working days |
| 6. | Exit Exam/INDoS/CDC | 1000 -1030 hrs | On all working days |
| 7. | Fees Submission BY Student | 1100-1130 1500-1530 | On all working days |

**Instruction: -**

1. The bill/Invoice/Claims are subject to verification by Institute authority.
2. Firm/Person/ Vendor submitting any bill for realization to mention his contact no, Account
3. NEFT/IFSC Code, Banker’s Name, behind of bill.
4. This is responsibility of vendor to submit his bill in time, the Institute account. Department shall

 not be responsible for delay payments

 (e ) To know the status of such bill/Invoice/Claims, Kindy contact through E-Mail accounts@simsnd.in or Contact No +91-9990250070 to between 0900 to 1730hrs on working days only.

1. The submitted bill/Invoice payments are subject to delay in case leave etc. applied by him.
2. Cases of non satisfy with response of account department may send/inform the Institute

 authorities info@simsnd.in.

1. The claim shall be remitted in account at individual/vendor/person concerned only.
2. Malfunctioning of Bank Server/Internet, if any kindly be treated with due patience.
3. Any Direct approach on above the authorities to this institute may result in cancel of contact.

Date : Joginder Singh

Place: New Delhi Executive Director

Distribution: Normal