



**Babasaheb Bhimrao Ambedkar Bihar
University, Muzaffarpur
(Bihar – 842001)**

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Ref: B/547

Dated: 10.02.2026

To,

The Staff of the Account Section/ University Departments/ All Constituent Colleges/University Examination Section / All Officers/ Directors/ All Vocational Departments/ Institutes,
(All Sections/Departments/Constituent Units)
B.R. Ambedkar Bihar University,
Muzaffarpur.

Sv
Subject: Timely Remittance of Statutory Dues – Strict Compliance

Sir/Madam,

It has been observed that, on certain occasions in the past, there have been delays in remitting statutory due to the respective Government accounts, including Income Tax (TDS), GST, EPF, and other mandatory remittances. Such delays have resulted in avoidable interest, penalties, and reputational risk to the University.

Statutory payments are time-bound and are closely monitored by Government authorities. Accordingly, any delay in remittance shall be viewed seriously. All officials concerned with the preparation, processing, verification, approval, and remittance of statutory payments are hereby directed to ensure strict adherence to the prescribed due dates without exception.

Each grade- III employee of the Institute/Section/Department/Head shall be responsible for ensuring timely remittance of statutory dues pertaining to their respective Section/Department. Any negligence, lapse, or failure in complying with the prescribed timelines shall attract accountability, and appropriate action shall be initiated against the responsible official(s) as per applicable University rules and regulations.

All Sections/Departments/Units are instructed to:

- Maintain an updated statutory due-date calendar.
- Put in place internal control mechanisms, reminders, and workflow checks.



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- Immediately inform the Finance Officer in writing in case of any anticipated difficulty or potential delay.
- Ensure that all statutory deductions and collections are correctly accounted for and remitted on or before the prescribed due dates.
- Preserve documentary evidence of remittance, including challans and acknowledgements, for audit and verification purposes.

This circular shall be applicable to all Sections, Departments, Centres, Constituent Units, and Offices of the University and shall be read in conjunction with existing financial rules and instructions. In case of any inconsistency, the provisions of this circular shall prevail.

This circular is issued in the interest of ensuring strict statutory compliance and safeguarding the financial and institutional interests of the University.

All concerned are directed to take note of the above and ensure strict compliance.

By the order of Hon'ble Vice- Chancellor.


Registrar

Memo No.....B/547.....

Dated : 10 / 02 / 2026

Copy forwarded to: All concerned/ Finance Officer /All Officers/Section Officers/ P.A. to Vice-Chancellor/ Steno to Registrar, B.R.A. Bihar University, Muzaffarpur for information and necessary action.


Registrar