

अखिल भारतीय वाक श्रवण संस्थान, मैसूरु -06  
**All India Institute of Speech and Hearing, Mysuru-06**  
पुस्तकालय व सूचना केन्द्र  
**Library and Information Centre**

SH/LIC/Settlement/2020-21

दिनांक/Date: 11/11/2020

निदेशकको प्रस्तुत/Submitted to the Director:

विषय/Sub: Settlement of bill on graphic designing of annual report 2019-20-reg.

संदर्भ/Ref: 1) Invoice No.337 dated 29.10.2020.

2) Approval letter No.SH/LIC/SA/2020-21 dated 03.11.2020.

Respected Madam,

With reference to the above, a certified invoice and approval letter was submitted to the Accounts Section for settlement of supplier advance allotted for the graphic designing of Annual Report 2019-20. However, the Accounts Section returned the invoice and informed to revise it as the GST amount is not shown separately. We contacted the firm, but the firm is not ready to change the invoice.

It may please be noted that the same firm (*registered* firm with GSTIN) carried out the graphic designing of the annual report for the year 2018-19 and raised the invoice with an amount inclusive of GST (*copy enclosed*). The Accounts Section accepted it and settled the account.

Hence, the Accounts Section may kindly be directed to accept the invoice and settle the account. Next time onwards, care will be taken to insist the firms to raise invoices with separate GST.

Thank you,

आपका आभारी/ Yours faithfully,

Library and Information Officer