

Indian Institute of Technology, Kanpur
Office of the Dean of Infrastructure and Planning

DOIP/IITK/2021/OO-12-4-01

Date: 12/04/2021

OFFICE ORDER

Subject: Implementation of DOIP Project Management System for Accounts Section in relation to IWD transactions

All bills/invoices submitted to accounts for projects facilitated/executed through IWD will be entered in DOIP Online Project Management System and a token will be generated against the DOIP unique project identification number for clearance of payments by the accounts section.

The internal procedure will be as follows:

- ✓ All bills received in Account Section will be sent to DOIP office through an internal mechanism.
- ✓ The financial details will be entered in the DOIP Online Project management system.
- ✓ If all documents are in order, the DOIP office will generate a token and return the bill along with the authenticated token to the Account Section. In case of issues with the documents, the DOIP office will inform IWD for necessary clarification/rectification before proceeding with the token generation process.
- ✓ Once received at the Account Section, the Account Section will clear the payments as per the present practice based on the documents along with the authenticated token.
- ✓ Once the payment is cleared, the token will be returned to the DOIP office with details of transaction identification number and the net payment amount for entering the payment details in the online portal.

This Office Order is issued with the approval of Competent Authority & is effective from 12.04.2021.

This is for the necessary information to all concerned.



Dean, Infrastructure and Planning

Copy to:

1. Director
2. All Deans & Associate Deans
3. Registrar
4. SE, IWD
5. Joint Registrar (Finance)
7. Assistant Registrar (Finance)