

22 MAR 2016

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance and Accounts Section

F No. IITK/ACCT/2015-16/MP
Date:-22-03-2016

Office Order

Pursuant to Office Memorandum No. RA/Rect.4/2016-IITK/14115 dated 18-03-2016 from Actg. Registrar; Shri Bhupender Singh Negi, Asst. Registrar reported to Finance and Accounts (F&A) section on 18-03-2016.

2. In view of the above, Shri Bhupender Singh Negi, Asst. Registrar is now posted as AR (F&A-I), with the following responsibilities:

- All work related to Budget and Accounts;
- Responding to CAG;
- Banking, and Bank Reconciliation;
- Correspondence with External Agencies like MHRD, CAG, & Others;
- Co-ordination within F&A section and with Other Departments/Sections.

3. Three staff members Smt. Nidhi Verma, Shri Virendra Giri and Shri Sumit are placed under Shri Negi for the purpose of Budget and Accounts. Further, Shri Negi and his staff mentioned above shall be provided office assistance by Shri Panda.

4. Shri Vinod Malik, AR (F&A-I & II) at present, has to hand over the charge of AR (F&A-I) to Shri Bhupender Singh Negi with immediate effect and to hold the charge of AR (F&A-II). For this purpose, all other staff members of F & A section (apart from the above mentioned four staff and Shri Shri Suraj Singh posted in the office of Finance Officer) will remain under Shri Vinod Malik.

5. Both, Shri Shri Bhupender Singh Negi and Shri Vinod Malik, shall be reporting and routing their work through DR (F&A).

6. Necessary change and handing/taking over reports may be submitted by the two Asst. Registrars (F&A) for countersignature of the undersigned.

7. This is issued with the approval of Finance Officer.



M K Diwakar
Dy. Registrar (F&A)

To: Shri Bhupender Singh Negi, AR (F&A-I)
Shri Vinod Malik, AR (F&A-II)

Copy to:

Director- for kind information please.
Dy. Director
All Deans
PIC (Admin)
Finance Officer
All staff of F & A section

M
22/3/2016

DR (F&A)

Sh. Mohanty -

pl. note + file in Staff Maths folder.