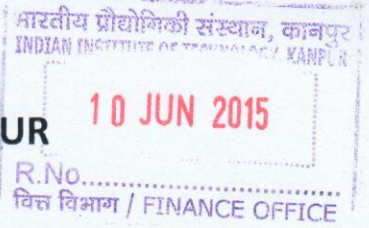


INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Finance and Accounts Section



F No. IITK/ACCT/2015-16/MP

Date:-10-06-2015

Office Order

Pursuant to Office Memorandum No. RA/Rect.4/2015-IITK/10109 dated 01-06-2015 from PIC (Admin); Shri Vinod Malik, Asst. Registrar reported to Finance and Accounts (F&A) section on 01-06-2015.

2. In view of the above, Shri S K Gupta, AR (F&A), now re-designated as AR (F&A-I), is assigned the following responsibilities:

- All work related to Budget and Accounts; and
- Responding to CAG for 2014-15 Accounts.

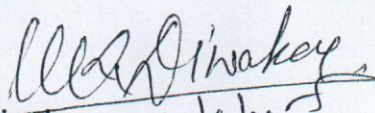
3. Two staff members Shri ~~Mr.~~ R S Satsangi and Shri Sumit are placed under Shri Gupta for the purpose of Budget and Accounts. Further, Shri Gupta and his staff mentioned above shall be provided office assistance by Shri Raju.

4. All other financial operations of F&A section are placed under Shri Mr. Vinod Malik, AR (F&A-II) with immediate effect. For this purpose, all other staff members of F & A section (apart from the above mentioned three staff and Shri Suraj Singh posted in the office of Finance Officer) are placed under Shri Vinod Malik.

5. Both Shri Vinod Malik and Shri S K Gupta, shall be reporting and routing their work through DR (F&A).

6. **The arrangement has the approval of Deputy Director, and this Office Order issues with the approval of Finance Officer.**

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


M K Diwakar
Dy. Registrar (F&A) 10/6/15

To: Shri S K Gupta, 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

H. note + file in 'Staff Matters' folder.
By 10/6/15
Sh. Mohanty