



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No.RDO/1907/19

Date: 15.11.2019

ORDER

Sri Alok Kumar Maity, Deputy Registrar, shall henceforth look after the works of the following sections with effect from 19.11.2019.

1.	TEQIP Section
2.	Annual Accounts & Budget Section
3.	Retirement Benefit Section
4.	Cash Section
5.	Bill Section
6.	Scholarship Payment Section
7.	PFMS Section
8.	Research and Consultancy Section

The major functions of the above mentioned sections are described in the attached table.

Sri Alok Kumar Maity shall work under the administrative supervision of the Registrar for the sections 1 to 7 as Deputy Registrar (Finance). He shall work under the guidance of the Dean (R & C) for Research & Consultancy work.

This is issued as per the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

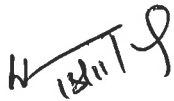
Copy forwarded for information and necessary action to:

- 1) Private Secretary, Office of the Director
- 2) All Deans/ Head of the Departments/Schools/Centres/ All Officers
- 3) Institute Website

N. 15/11/19
Registrar

Responsibilities of Sri Alok Kumar Maity

Sl. No.	Name of the Section / Cell	Major Functions of the Section
1.	TEQIP Section	Overall finance and accounts, supplier payment commitments, financial report to NPIU
2.	Annual Accounts & Budget Section	Preparation of Annual Accounts, Receipt and Payment Accounts, Income and Expenditure accounts, preparation of Budget, allotment of fund, Utilization Certificate of Institute Grant
3.	Retirement Benefit Section	Pension, GPF, EPF, NPS, GSLIS, GI and other retirement benefits
4.	Cash Section	Treasury function - Receipts & Issue of cheque/cash, liaison with banks, maintenance of Bank Accounts, investment of fund
5.	Bill Section	Pay Bill, supplier and contractor payments, foreign purchase, LTC Bill, CPDA, CEA, Medical, Income Tax, GST and other tax and duties, etc.
6.	Scholarship Payment Section	Scholarship and student payments, collection of different fees/fines from students, fees clearance certificate
7.	PFMS Section	Uploading of expenditure/ UC/other reports
8.	Research and Consultancy Section	A. Finance and accounts of Research & Consultancy, financial report & UC, continuing education. \coordination with different research and consultancy funding agency, preparation of guideline for Research & Consultancy. B. Maintaining accounts of Research & Consultancy, database of the faculty expertise, appointment/recruitment of project research scholars, project stuff, other works as assigned by Dean (R& C)



Registrar, IEST, Shibpur