



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office Of The Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

No. RDO/ 647 /25
Dated 10th June, 2025

MEMO

The undersigned is directed to convey that the Board of Governors in its 31st meeting held on 15th May, 2025 approved that the following are the authorized signatories for Research & Consultancy Section of the Institute for making any payment after approval of the Competent Authority as per delegation of the financial power –

- 1) Dean (Research & Consultancy)
- 2) Joint Registrar (Finance)
- 3) Assistant Registrar (Research & Consultancy)

Payment value up to Rs.5 Lakhs, signature of the Assistant Registrar (R&C) and the Joint Registrar (Finance) be required.

Payment value over and above Rs.5 lakhs, signature of the Joint Registrar (Finance) and the Dean (R & C) be required.

This is for information and necessary action please.


कुलसचिव /Registrar & Secretary BoG

To:

1. The Dean (R&C)
2. The Joint Registrar (Finance)
3. The Assistant Registrar (R&C)

Copy forwarded for information to:

1. All Deans
2. All Heads of the Department/Schools/Centres
3. All Officers
4. PS to the Director
5. PS to the Registrar
6. Record Section
7. Institute Website

BoG 31:02