



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/ 414/23

Date: 16.05.2023

ORDER

This is for information for all concerned that the Institute Budget Committee resolved in its 14th meeting held on 19.08.2022 (Agenda Item No. 5) to sanction the imprest advance of Rs. 10,000/- to the Heads of the Departments, Schools & Centres and Officers as mentioned below.

1.	Heads of Departments, Schools & Centres - for all Academic Sections
2.	Registrar - for Office of the Registrar
3.	Library In Charge - for Central Library
4.	Joint Registrar (Academic) / Deputy Registrar (Academic) – for Dean, Academic and Academic Section
5.	Joint Registrar (Research & Consultancy)/ Deputy Registrar (Research & Consultancy)/ Assistant Registrar (Research & Consultancy) - for Dean, Research & Consultancy
6.	Superintending Engineer – for Dean, Planning & Development and Institute Works Division
7.	Joint Registrar (Administration)/ Deputy Registrar (Administration) / Assistant Registrar (Administration) – for the Office of the Director; Dean, Faculty Welfare and Dean, Students' Welfare
8.	Joint Registrar (Finance) / Deputy Registrar (Finance) – for Dean, International Relations & Alumni Affairs
9.	Medical Officer (In Charge) – for Institute Hospital
10.	Joint Registrar (Stores & Purchase) / Deputy Registrar (Stores & Purchase) / Assistant Registrar (Stores & Purchase) - for Stores & Purchase Section
11.	Joint Registrar (Finance) / Deputy Registrar (Finance) - for Finance Section
12.	Any Officer with the approval of the Director – for any other Office / Section

The reimbursement bills against imprest advance drawn by the Officials other than the Heads of the Departments/Schools/Centres should be submitted through the Registrar and expenditures are to be booked under the allotted budget of the Office of the Registrar for its different sections. Expenditure should be made following the rules against imprest advance.

This is issued with the concurrence of the competent authority.

Sd/-
Dr. Devasis Datta
Registrar (Acting)

Copy forwarded for information and necessary action to:

1. Office of the Director
2. All Deans/Heads of the Departments/Schools/Centres
3. All Officers
4. All Section In Charges
5. Record Section
6. Institute Website


160523
Dr. Devasis Datta
Registrar (Acting)