



No. RDO/2814/20

Date: 28/02/2020

**ORDER**

In continuation with the earlier orders vide Nos. RDO/1927/19 dated 18/11/2019 and RDO/2017/19 dated 12/12/2019, in regard to the guidelines for arranging Conference/ Seminar/ Workshop/ Faculty Development Program and similar such programs in the Institute, it is further notified that for organizing any such program, a separate bank account should be opened through the CEP Cell with the signatories as per other Institute Accounts. On completion of the program, the said bank account should be closed and the audited accounts be submitted to the CEP Cell. As per the guidelines published earlier regarding the unutilized funds from any such above mentioned programs, be transferred to CEP fund or refunded to Funding Agency (as applicable).

This is issued with the approval of the competent authority.

Sd/-  
( Biman Bandyopadhyay )  
Registrar

Copy forwarded for information and necessary action to:

- 1) Private Secretary to the Director
- 2) All Deans/ Head of the Departments/Schools/Centres
- 3) Prof. Sudip Kr. Chattopadhyay, Professor, Chemistry Dept. & Coordinator, CEP Cell
- 4) All Officers
- 5) Institute Website

H 28/2/2020  
Registrar