



Ref. No. OAA/2023-24/139

Date 18th July, 2023

Subject : Approval of Authorised signatory change in the Bank Accounts maintained by the Office of Alumni Affairs (OAA)

The Office of Alumni Affairs (OAA) has the following four bank accounts in different banks. The purpose and the details of bank accounts are as follows:

| SI No | Account Number | Bank | IFS Code | Account Type | Purpose |
|-------|----------------|-------------|-------------|--------------|---|
| 1 | 50100217500400 | HDFC Bank | HDFC0001065 | Savings | Maintaining Overhead of OAA |
| 2 | 50100217409918 | HDFC Bank | HDFC0001065 | Savings | Receipts of Event Registration Fees & payments of Event Exp |
| 3 | 95562200012031 | Canara Bank | CNRB0019556 | Savings | Maintaining Overhead of OAA (Yet to be closed) |
| 4 | 37711582715 | SBI Bank | SBIN0000202 | Current | Receipts of Event Sponsorship Fees & payments of Event Exp |

In all the above Bank Accounts, the following are the current signatory authorities:

1. Prof.Jayanta Mukhopadhyay – Former Dean Outreach & Alumni Affairs and
 2. Rajarshi Banerjee - Deputy Registrar (Accounts)

As per the Office Order No – Estt/300/2023 & Estt/301/2023 dated 26th June, 2023 the new Dean Outreach & Alumni Affairs and Associate Dean Alumni Affairs/Branding have been appointed. Hence signatories of the above bank accounts need to be updated.

Henceforth, the above savings and current a/cs shall have the following signatories. All banking transactions will be signed by either Dean Outreach & Alumni Affairs or Associate Dean Alumni Affairs/Branding and Deputy Registrar (Accounts) as mentioned below.

1. Prof. Debjani Chakraborty (EC-97029) - Dean Outreach & Alumni Affairs or Prof. Debashish Chakravarty (EC - 03024) - Asso Dean Alumni Affairs / Branding and
 2. Rajarshi Banerjee (EC- 00009) – Deputy Registrar (Accounts)

Prof. Lavanya Mukhopadhyay, former Dean OR & AA may kindly be removed from the authorized signatory list of the above mentioned accounts.

This may be considered as standing instruction subjected to change whenever necessary.

Submitted for your kind approval and necessary action, please

Executive F & A

Monika Mukherjee
Outreach Executive

91 ~~10~~

each Executive
Shoreto 8/7/23

Executive Officer

Associate Dean

Registrar
Annexure:

- Office Order of appointment Dean of Outreach & Alumni Affairs
 - Office Order of appointment of Associate Dean Alumni Affairs/Branding

- Office Order of appointment Dean of Outreach & Alumni Affairs
- Office Order of appointment of Associate Dean Alumni Affairs/Branding

Dy Director / Let us examine the need of keeping so many bank accounts under the office of AAd/R, and explore whether the alumni accounts can be merged with the Institute account. 25/7/23

DD registration

Let us discuss 25/07/2023



DATA 15

DATA 15

DATA 15

DATA 15



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 300 / 2023 Dated June 26, 2023

The undersigned is to convey that the Director has been pleased to approve that Prof. Debjani Chakraborty (EC : 97029), Associate Dean, Outreach (CE&T/IOE) will also look after the Office of the Dean, Outreach & Alumni Affairs with immediate effect until further order.

The excellent services rendered by Prof. Jayanta Mukhopadhyay (EC : 90058), Professor, Department of Computer Science & Engineering as Dean, Outreach & Alumni Affairs are greatly appreciated and placed on record.

कुलसचिव / Registrar

To

- 1 Prof. Jayanta Mukhopadhyay
Professor, Dept. of Computer Science & Engg.; and
Dean, Outreach & Alumni Affairs
Through : Head, Dept. of Computer Science & Engg.
- 2 Prof. Debjani Chakraborty
Associate Dean, Outreach (CE&T / IOE)

With a request to handover and
takeover charge accordingly. A
copy of the charge report may
please be sent to the Registry
for record.

Copy to :

1. All Deans / Associate Deans
2. All Heads of the Department / Centre / School / Section / Unit
3. All Chairmen/Chairperson/Professors-in-Charge
4. Chief Vigilance Officer
5. Chairman, Hall Management Centre
6. Chairman, ERP
7. Librarian, Central Library
8. President, Technology Students' Gymkhana
9. Head, B.C. Roy Technology Hospital
10. Chief Engineer
11. All Wardens, Halls of Residence
12. All Superintending Engineers /Senior Executive Engineers / Executive Engineers
13. All Joint Registrars / Deputy Registrars / Assistant Registrars
14. Senior Security Officer
15. Secretary to Director
16. Secretary, Deputy Director's Office
17. Secretary, Registrar's Office
18. APNA IIT KGP





भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 301 / 2023 Dated June 26, 2023

The undersigned is to convey that the Director has been pleased to approve that Prof. Debashish Chakravarty, (EC : 03024), Associate Dean, Alumni Affairs/Branding will also look after the Office of the Associate Dean, International Relations/Ranking with immediate effect until further order.

The excellent services rendered by Prof. Goutam Chakraborty (EC : 03004), Professor, Department of Mechanical Engineering as Associate Dean, International Relations/Ranking are greatly appreciated and placed on record.

कुलसचिव / Registrar

To

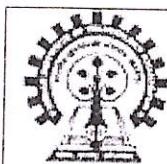
1. Prof. Goutam Chakraborty
Professor, Dept. of Mechanical Engg.; and
Associate Dean, International Relations/Ranking
Through : Head, Dept. of Mechanical Engg.
- 2 Prof. Debashish Chakravarty
Associate Dean, Alumni Affairs/Branding

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Office of Alumni Affairs & International Relations
Indian Institute of Technology
Kharagpur – 721 302

Ref.IITKGP/AAIR/HDFC/255

Date- 05.02.2018

SUB: Inclusion of New Signatories

Office of Alumni Affairs holds savings and current bank account nos. 50100217409677, 50100217409918, 50100217500400, 50200027760966, 50200027760901 and 50200027762870 with HDFC Bank.

Prof. Baidurya Bhattacharya, Dean (IR) and Pradip Pyne, Registrar are the authorized signatories of the above accounts.

With introduction of new Dean, Alumni Affairs, Prof. Subrata Chattopadhyay, it is proposed to include Prof. Chattopadhyay and one Dy. Registrar (Accounts) from the Registry as the new signatories of the above account.

Henceforth the above account shall have the following signatories. All banking transactions will be signed by one of the Deans and one of members from the Registry as follows :

1. Prof. Baidurya Bhattacharya - Dean, IR or Prof. Subrata Chattopadhyay - Dean, AA and
2. Pradip Pyne - Registrar or Dy. Registrar (Accounts).

Submitted for kind consideration for approval of the above.

Soumyo Das
EO

Shreyoshi Ghosh
PDB

Dean, IR

Registrar

Chandana Chakraborty
5/2/18

Chakraborty
Chandana Chakraborty

Dean, AA
5/2/18

Pradip Pyne
5/2/18

DEPUTY DIRECTOR'S OFFICE
TO... 74
IN 06 FEB 2018

OUT
IIT KHARAGPUR

D.Y. DIR.
S.Y. Bhattacharya
5/2/18

DIRECTOR.
5/2/18



कुलपत्रिका कार्यालय
REGISTRAR'S OFFICE
सं/NO. ५१२/४०
IN 27 JUL 2023
OUT.....
भा. प्रो. सं. खड़गपुर
IIT KHARAGPUR

Office of International Relations & Ranking
Indian Institute of Technology
Kharagpur-721302

कुलपत्रिका कार्यालय
REGISTRAR'S OFFICE
सं/NO. ५२१/५
IN 21 JUL 2023
OUT २४/०२
भा. प्रो. सं. खड़गपुर
IIT KHARAGPUR

Ref. No. 1915/2023/OIR

Date 10th July, 2023

Subject : Approval of Authorised signatory change in the Bank Account maintained by the Office of International Relations (OIR)

The Office of International Relations (OIR) has the following bank account in Axis bank. The purpose and the details of bank accounts are stated below:

| SI No | Account Number | Bank | IFS Code | Account Type | Purpose |
|-------|-----------------|-----------|-------------|--------------|----------------------------------|
| 1 | 190010100106443 | Axis Bank | UTIB0000190 | Savings | Receiving of IR Application Fees |

In the above Bank Account, the following are the current signatory authorities:

1. Prof.Jayanta Mukhopadhyay –Former Dean Outreach & Alumni Affairs or Prof.Goutam Chakraborty – Former Asso Dean, International Relations/Ranking and
2. Rajarshi Banerjee - Deputy Registrar (Accounts)

As per the Office Order No – Estt/300/2023 & Estt/301/2023 dated 26th June, 2023 the new Dean Outreach & Alumni Affairs and the new Associate Dean International Relations/Ranking have been appointed. Hence signatories of the above bank accounts need to be updated.

Henceforth, the above savings account shall have the following signatories. All banking transactions will be signed by either Dean Outreach & Alumni Affairs or Associate Dean International Relations/Ranking and Deputy Registrar (Accounts) as mentioned below.

1. Prof.Debjani Chakraborty (EC-97029) -Dean Outreach & Alumni Affairs or Prof.Debashish Chakravarty (EC – 03024) -Asso Dean ,International Relations/Ranking and
2. Rajarshi Banerjee (EC- 00009) –Deputy Registrar (Accounts)

Prof.Jayanta Mukhopadhyay, former Dean OR & AA and Prof.Goutam Chakraborty,former Asso Dean International Relations/Ranking may kindly be removed from the authorized signatory list of the above mentioned account.

This may be considered as standing instruction subjected to change whenever necessary.

Submitted for your kind approval and necessary action, please.

Executive Officer

10.7.23

Executive F & A

Associate Dean IR & Ranking

Goutam Chakraborty
19.7.2023

Dean OR & AA

Debajani Chakraborty
19.7.23

Registrar

21.7.23

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं/NO. २५२३
IN 25 JUL 2023
OUT.....
भा. प्रो. सं. खड़गपुर
IIT KHARAGPUR

- Office Order of appointment of Dean Outreach & Alumni Affairs
- Office Order of appointment of Associate Dean of International Relations/Ranking

By Director

We may examine whether the IR application fees can be received through Institute accounts, if agreed to.

Director

Can we

discuss
25/07/2023

25/7/23

DEPUTY DIRECTOR'S OFFICE
NO. ४००
IN 24 JUL 2023
OUT.....
भा. प्रो. सं. खड़गपुर
IIT KHARAGPUR

DD-
Registration





भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 300 / 2023 Dated June 26, 2023

The undersigned is to convey that the Director has been pleased to approve that Prof. Debjani Chakraborty (EC : 97029), Associate Dean, Outreach (CE&T/IOE) will also look after the Office of the Dean, Outreach & Alumni Affairs with immediate effect until further order.

The excellent services rendered by Prof. Jayanta Mukhopadhyay (EC : 90058), Professor, Department of Computer Science & Engineering as Dean, Outreach & Alumni Affairs are greatly appreciated and placed on record.

कुलसचिव / Registrar

To

- 1 Prof. Jayanta Mukhopadhyay
Professor, Dept. of Computer Science & Engg.; and
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Associate Dean, Outreach (CE&T / IOE)

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भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 301 / 2023 Dated June 26, 2023

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15. Secretary to Director
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17. Secretary, Registrar's Office
18. APNA IIT KGP



FINANCE & ACCOUNTS SECTION
Indian Institute of Technology, Kharagpur

Dated: 31st July, 2023

Placed on file two notes (1) OAA/2023-24/139 dated 18th July 2023, (2) 1915/2023/OIR dated 10th July 2023, towards the bank accounts maintained by OAA & OIR.

Refer to the above notes, one discussion over phone with OAA&OIR office was made and came to know the following:



| Sl. No. | Account Number | Bank | Purpose |
|---------|-----------------|-------------|---|
| 1. | 50100217500400 | HDFC | To maintain the Overhead |
| 2. | 50100217409918 | HDFC | To receive Registration fee of the Events |
| 3. | 95562200012031 | Canara Bank | To maintain the Overhead, Very few transactions since last 3 years. |
| 4. | 37711582715 | SBI | To receive Event Sponsorship Fees and pay the expenditure of Events |
| 5. | 190010100106443 | Axis Bank | To Receive Application fees of International Students (IR) through online portal. |

From the above purpose it has been observed that –

- a) Sl.-4 is operated for Event Sponsorship. The account is already merged with Institute Annual Accounts and shown in Schedule – 2 as Earmarked/Endowment fund.
- b) Purpose of Sl.-1 and Sl.-3 are same, hence the account mentioned in Sl.-3 may be closed.
- c) The registration of Event fee may be taken in the account mentioned in Sl.-4 which is already merged with Institute accounts and dedicated for Event sponsorship and the account mentioned in Sl.-2 may be closed.
- d) The application fee of the International students (IRs) is collected through online portal which linked with AXIS bank account mentioned in Sl.-5.
 - i. At the outset it may mentioned that the application fee in respect of OIR office cannot be received in Institute account as the books of accounts are not part of Annual Accounts of the Institute.
 - ii. Also it could not be merged with Institute existing MOPs account because the collection of MOPs is made through Institute ERP online portal.

The complete Alumni accounts can be merged in Schedule-2 of Institute Annual accounts as Endowment/Earmarked fund, subject to submission of the Annual accounts of OAA&OIR by their office to Institute Finance & Accounts section following the prescribed format and time frame of MoE.

Jr. Executive

Assistant Registrar (F)

Deputy Registrar (A/Cs)

Registrar

01/08/23

01/08/23

P.T.O.

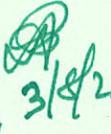
Multipoint (MOPs)
Payment
System

DEPUTY DIRECTOR'S OFFICE
No. 69
IN 03 AUG 2023
OUT
IIT KHARAGPUR

कुलाधिकार कार्यालय
REGISTRAR'S OFFICE
S. NO. 4691/55
03 AUG 2023
OUT
भा प्री सं खडगपुर
IIT KHARAGPUR

निदेशक कार्यालय
DIRECTOR'S OFFICE
S. NO.: 201
IN 07 AUG 2023
OUT
भा प्री सं खडगपुर
IIT KHARAGPUR

From previous page

By Director Let us discuss with the concerned
F&A staff members. 
3/8/23

Director Discussed and recommended as proposed. 
3/8/23

DIRECTOR


08/08/2023