



# Office of Alumni Affairs & Branding Indian Institute of Technology Kharagpur

Ref. No. OAA/2023-24/139

Date 18<sup>th</sup> 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:

Sl 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 26<sup>th</sup> 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. Jayanta 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

*Sholika Mukherjee*  
Outreach Executive

*Shoubo*  
Executive Officer

*Debashish Chakravarty*  
Associate Dean AA & Branding

Dean OR & AA

*Debashish Chakravarty*  
Registrar

Annexure:

- 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 AA&B, and explore whether the alumni accounts can be merged with the Institute account.  
*Director* Let us discuss  
*DD Registrar* 25/7/23

EXT. 13

EXT. 13

EXT. 13



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

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

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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.

Soumayo Das  
EO  
*Soumayo Das*  
5/2/18

*Chandana Chakraborty*  
Chandana Chakraborty

*[Signature]*  
Dean, IR

*[Signature]*  
Dean, AA

*[Signature]*  
Registrar

DEPUTY DIRECTOR'S OFFICE  
NO... 74  
IN 06 FEB 2018  
OUT  
IIT KHARAGPUR

REGISTRAR'S OFFICE  
NO. 878  
IN 06 FEB 2018  
OUT 06 Feb 18  
IIT KHARAGPUR

*[Signature]*  
Dy. Registrar  
*[Signature]*  
Dy. Registrar  
*[Signature]*  
DIRECTOR  
*[Signature]*  
5/2/18







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



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:

Sl 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.

*[Signature]*  
Executive Officer

*[Signature]*  
Associate Dean IR & Ranking

*[Signature]*  
Dean OR & AA

*[Signature]*  
Registrar

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

*[Signature]*  
Director

*[Signature]*  
Registrar

*[Signature]*  
Registrar

Can we discuss

Can we discuss

*[Signature]*  
25/07/2023

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

*[Signature]*  
Executive F & A



CH. 11. 19

CH. 11. 19

CH. 11. 19



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
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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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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  
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- 2 Prof. Debashish Chakravarty  
Associate Dean, Alumni Affairs/Branding

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





**FINANCE & ACCOUNTS SECTION**  
**Indian Institute of Technology, Kharagpur**

Dated: 31<sup>st</sup> July, 2023

Placed on file two notes (1) OAA/2023-24/139 dated 18<sup>th</sup> July 2023, (2) 1915/2023/OIR dated 10<sup>th</sup> 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

Multiphase (MOPs)  
Payment  
System

P.T.O.



From previous page

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

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

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

कुलर कार्यालय  
REGISTRAR'S OFFICE  
सं./NO. 4891/55  
03 AUG 2023  
OUT  
भा प्रो सं खड़गपुर  
IIT KHARAGPUR

DIRECTOR

08/08/23

निदेशक कार्यालय  
DIRECTOR'S OFFICE  
सं./NO. 2607  
IN 07 AUG 2023  
OUT  
भा प्रो सं खड़गपुर  
IIT KHARAGPUR