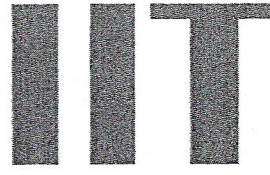


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

*Serving the nation since 1919*

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**Office of the Director  
(Budget & Co-ordination)**

निदेशक कार्यालय  
(बजट एवं समन्वयन)

Ref No.: IIT (BHU)/Budget/18/14-15/ 837/L

Date: 12.01.2015

The Dean, Faculty Affairs  
The Dean, Academic Affairs  
The Dean, R & D  
The Dean, Resource & Alumni,  
The Dean, Students Affairs  
All the Heads of Departments/Coordinators of Schools  
All the Faculty Members of Departments/Schools  
IIT (BHU), Varanasi

*Circu*

Sir/Madam,

In supersession to this office Notice no. IIT (BHU)/Budget/18/14-15/507/L, dated 11.09.2014, the clarification given at sl. no. 2 of point-A i.e. Research Support Gant to Faculty is further clarified as under :

Sl. No.	Observation	Clarification
2.	Authority for processing the bills	The bills pertaining to Research Support Grant will be signed by the Supervisor as a DDO and duly forwarded by the HOD.  Further, the order cheque will be made in favour of concerned Supervisor. Thereafter, he/she will draw the cash from the bank either by himself/herself or through any of a person after getting his/her signature authorized by him/her and disburse to the students accordingly. But, in both the processes, it will be mandatory to mention the SBI's bank account number of the Supervisor below his/her signature so that their signature may be verified by the Bank directly.

The other contents of the aforesaid Notification will remain the same.

This issues with the approval of the Director.

Yours faithfully,

  
Assistant Registrar

P.T.O.

Copy forwarded to following for information and necessary action :

1. The Chairman, Web Management & Email Services Committee, IIT (BHU) with the request to kindly place the Notice on Institute's website.
2. The Assistant Registrar (Accounts), Finance Unit, IIT (BHU) with the request to kindly instruct the Cheque Section to take into account the aforesaid clarification for its compliance accordingly.
3. The Assistant Registrar (Budget), IIT (BHU).
4. The Assistant Registrar (R & D), IIT (BHU).
5. The Assistant Registrar (Annual Accounts & Balance Sheet), IIT (BHU).
6. The P.S. to the Director, IIT (BHU).
7. The P.A. to the Registrar, IIT (BHU).

  
Assistant Registrar

12.11.15