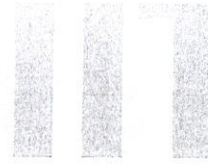




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Office of the Registrar
(Budget & Co-ordination)

कुलसचिव कार्यालय
(बजट एवं समन्वयन)

Ref. No. : IIT (BHU)/Budget/19(28)/2018-19/ 9051

Dated: 11.10.2018

All the Deans,
All the Heads of Departments/Coordinators of Schools
The Coordinators/Incharges of Units/Centres/Offices
The Professor Incharges, Main Workshop/T&PC/CIFC
The Chairman, Institute Lecture Series
The Coordinator, QIP & CEPs
All the Faculty Members of the Institute
IIT (BHU), Varanasi

Subject: Modification in existing modalities for opening of accounts for organising Conference/Workshop/Seminar/CEPs and its operationalization.

Dear Sir/Madam,

It is hereby notified to all the concerned that :

1. Now onwards, no request for opening of bank accounts for organising of conference/workshop/seminar/CEPs, etc. will be entertained.
2. A sub-head of account namely "Other Deposit-Seminar/Symposia/Conference, etc." already exists under both receipt and expenditure sides of the "Special Fund" ledger maintained with the Institute Finance. Accordingly, all the receipts and expenditure, if any, on account of organising of conference/workshop/seminar/CEPs, etc. will be deposited under this head under intimation to the Registrar. The other relevant details of Special Fund account is given hereunder :

- | | | | |
|-------|-------------------------|---|---|
| (i) | Name of Account | - | IIT (BHU)-Main Account (Special Fund) |
| (ii) | Account No. | - | 32778803937 |
| (iii) | Account Type | - | Current |
| (iv) | Account Holder Name | - | Registrar, IIT (BHU) |
| (v) | Name of Bank & address- | - | State Bank of India, IT-BHU Branch
(Branch code-11445)
IIT (BHU), Campus, Varanasi-221005
Ph: 0542-2369181 |
| (vi) | IFSC Code | - | SBIN0011445 |

P.T.O.

3. The Organiser(s) of a Conference/Workshop/Seminar/CEPs, etc. will provide the aforementioned account number/details to the funding agency(s) for the purpose of receiving fund from them under intimation to the Registrar. Further, the Organiser(s), while intimating the said account details to the funding agency, will also request them to provide a copy of credit advice/transactions details, etc. in respect of the fund credited/transferred in the account to the Registrar, IIT (BHU) directly for reconciliation purpose.

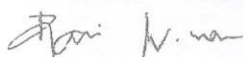
However, if an amount is disbursed through offline mode i.e. demand draft/cheque, etc., it should be issued in the favour of "Registrar, IIT (BHU), Varanasi" payable at Varanasi.

4. A separate sub-ledger for each case will be opened under aforementioned sub-head for proper record of the transactions.
5. Once the amount on account of organising of Conference/Workshop/Seminar/CEPs, etc. is credited in the Institute's account by funding agency(s), it could be utilised by the concerned Organiser(s) as per Institute's norms, after getting it sanctioned. Further, all the expenditure will be made as per Institute/Govt. rules and bills/vouchers, if any, for payment to the vendors, etc. will be submitted to the Institute's Accounts Section for processing/payment. Also, the composition of Purchase Committee in respect of Conference/Workshop/Seminar/CEPs, etc. will have to be intimated to Institute's Accounts Office in advance.
6. Audit may be got done by the concerned Organiser(s) by the Chartered Accountant engaged by the Institute for the purpose.
7. The remaining balance, if any, after completion of the Conference/Workshop/Seminar/CEPs, etc. would be transferred under Special Fund-Institute Development Fund/Departmental Development Fund of the Institute which is to be utilized for development activities of the Institute/concerned department/school. Further, the sharing pattern for the same would be decided and communicated later on.

All the concerned are requested to ensure adherence of the above mentioned decisions with immediate effect.

This issues with the approval of the Competent Authority.

Yours faithfully,



Assistant Registrar (Budget)

Copy forwarded to following for information and necessary action:

1. The Joint Registrar, IIT (BHU).
2. The Dy. Registrar (Accounts), IIT (BHU).
3. All the Assistant Registrars, IIT (BHU).
4. The P.S. to the Director, IIT (BHU).
5. The P.A. to the Registrar, IIT (BHU).



Assistant Registrar (Budget)