



INDIAN INSTITUTE OF TECHNOLOGY KANPUR 10 FEB 2017

Finance & Accounts Section



No. IITK/FBC/Budget/2016-2017

Date: February 6, 2017

To:

Department Code: CCML

Dr Raj Ganesh S Pala,

Chairman, CC & MLMC

Subject: Setting up of new unit for CC -1, CC-2 & Ashyiana

Please refer to point no 4 of the minutes of the meeting of CCMLMC held on August 9, 2016 for opening an imprest account with the Accounts Section for CC-1, CC-2 & Ashyiana.

As per the attached approval it has been approved that:

- Community Centre & Marriage Lawns Management Committee be made a unit of the Institute with the with its own budget head.
- A unit code CCML, with AR (Estate) as Officer-In-Charge and Chairman, CC & MLMC as HOS has been created.
- The existing account where all the receipts for the booking of the CC-I, CC - II and Ashyiana are deposited be closed and all its funds are to be transferred to the Institute Main Account.
- Hence forth, all receipts of these bookings be deposited in the Main account of the Institute.
- An appropriate budget demand be from the unit for its functioning for the month of February and March 2017 be sent to Accounts Section for budget allocation.

In case of any questions, please feel free to contact AR (F&A-I) (x6416) or the undersigned.

Pl. also share this communication with Director, all Deans and Registrar.

13/2/2017

M K Diwakar
M K Diwakar
Dy. Registrar (F&A)
x. 7382

13/2/2017

Copy to:

1. Deputy Director - for kind information please
2. Finance Officer

DR (F&A)

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