



**Indian Institute of Technology Kanpur**  
**Finance Officer**

No. IITK/ACCT/Manpower/2017-18

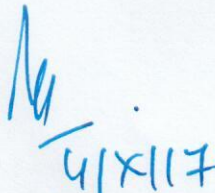
Dated: 4 October 2017

**JR (F&A)**  
**IIT Kanpur**

**Subject: Assignment of responsibilities to F&A officers and staff**

The job assignment of JR (F&A) and ARs (F&A) is put in place by the Director and Finance Officer respectively. Office orders no. DIR/IITK/2013/OO-56 dated 17 July 2013 and no. IITK/ACCT/2015-16/MP dated 22 March 2016 in this regard are relevant.

2. Shri P K Mohanty is attached to the office of the undersigned for providing secretarial support, in addition to looking after payroll (existing module only). There is also one daily wage staff attached to the office of the undersigned.
3. Certain officers, staff and the two CAs have been approved by the Finance Officer for discharging banking and payment related responsibilities vide no. DRFA/IITK/Banks/Vol. III/2017-18/444 dated 5 September 2017.
4. With the exception of above-mentioned officers, staff and CAs, JR (F&A) in his role as officer-in-charge of F&A section can decide the assignment of responsibilities of remaining section staff, including their relieving (with or without substitute) and accept joining of their substitutes, at his level. He may however ensure that:
  - a) no staff has responsibilities that are partially under AR (F&A I) and partially under AR (F&A II); and
  - b) the undersigned is kept informed of any changes made, by way of updated organization chart and table of job description (in the form available on the web at Finance Office link), at all times.

  
(Munish Malik)

- Copy to: i) Director – for kind information pl.  
ii) Deputy Director  
iii) All Deans  
iv) Registrar  
v) AR (IA)  
vi) All officers and staff of F&A section  
vii) CA I and CA II