

राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान (आरजीआईपीटी)

Rajiv Gandhi Institute of Petroleum Technology

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

(An Institute of National Importance established under the Act of Parliament)

जायस, अमेठी- 229304, उत्तर प्रदेश Jais, Amethi- 229304 Uttar Pradesh

Ref. No.: RGIPT/Jais/Admin/170/2019

26.07.2019

NOTIFICATION

Duties of Finance Officer and Registrar will be as mentioned hereunder:

1. Office of Finance Officer
 - a. Accounts of all Centers and Projects
 - b. Internal and Government audit
 - c. Investment of funds (through investment committee)
 - d. Annual Budget for Finance Committee
 - e. Any other duty related to finance assigned by the Director.

2. Office of Registrar
 - a. All non-teaching staff: assessment, promotion, posting and recruitment.
 - b. Audit and Accounts of Jais campus (in coordination with the Finance Officer).
 - c. Secretary to: BoG, Senate, IAC, Finance Committee.
 - d. First Appellate Authority
 - e. Establishment.
 - f. Estate.
 - g. Administration.
 - h. Legal Matters.
 - i. Hiring Services and manpower
 - j. Any other duty related to finance/administration assigned by Director.

ASK Sinha
26/7/19
ASK Sinha
Director

Copy to:

All concerned persons
All Faculty / Staff