

INDIAN INSTITUTE OF TECHNOLOGY DELHI

IRD Accounts

No. IITD/IRD/Accounts/HIRA/275

Date:- 22.05.2013

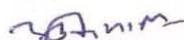
**Subject: Re-distribution of work of IRD Accounts.**

In view of the competent authority's decision to spare Ms. Uma Saini, JPA for half-day (post-lunch session) for co-ordination & implementation of Tally ERP in IRD Accounts, Shri Harish Mohan Verma, JPA, who is presently looking after the duties of Assistant Cashier of IRD Accounts, has been assigned the activities relating to projects in respect of following two departments with immediate effect:-

1. Civil Engineering Department
2. Instrument Design Development Centre (IDDC)

In above arrangement, during pre-lunch session Shri Harish Mohan Verma, JPA will continue to discharge the duties of Assistant Cashier of IRD Accounts and in post-lunch session, he will discharge the project activities relating to above departments.

The cash disbursement accordingly will be made in the pre-lunch session (from 10.30 AM to 12.45 PM) only.

  
(Anup Kuksal)  
AR (IRD Accounts)

**Distribution:-**

- Head, Civil Engineering Department
- Head, IDDC
- Dean (R&D)
- Associate Dean (R&D)
- Assistant Registrar (IRD)
- Supervisor-I, IRD Accounts
- Supervisor-II, IRD Accounts
- Concerned dealing staff, IRD Accounts
- Head Cashier, IRD Accounts
- Mr. Sudesh Kr. Bansal, Sr. Data Processor, IRD : For email to all faculty and updating the IRD website.