



Indian Institute of Technology Kanpur
Finance Officer's Office

No. IITK/FO/AA/FBC/2015-16

Dated: 28 March 2016

Shri Khaleeqe Ahmad, Principal Computer Engineer (PCE), Office Automation

DR (F&A) / DR (S&P)

AR (F&A I) / AR (F&A II) / AR (IA)

Subject: Actions to be taken at close of business (cob) on Thursday, 31 March 2016

This has reference to the meeting on the above subject held on 15 March 2016 from 1730 hrs. at FB212 and chaired by the Deputy Director. The following paragraphs describe the **actions to be taken at cob on 31 March 2016.**

- DR (S&P) will email to everyone addressed and copied on this letter last purchase order (PO) number issued for the day by category (C / NC / LTAS).
- Shri Khaleeqe Ahmad, PCE, Automation will email list of all open POs (i.e. POs that have some unpaid balance on 31 March 2016) in the following format:

#	PO No.	PO Date	PO Amount	Vendor Name	Unpaid amount as on 31 March 2016

- DR (F&A) will work out the ledger balance of each bank account of Account 1, after the last cheque for the day has been prepared and signed off by the authorized signatory, as per the following format:

#	Account Name	Account No.	Bank	Ledger balance at cob 31 March 2016

- In addition, DR (F&A) will also work out total payments made from IWD A account during FY2015-16 and share this information along with the one in para 4 above with the Deputy Director and the undersigned.
- Please let me know if you have any questions or require clarification in respect of the above action items.


(Munish Malik)
Finance Officer

Copy to:

Deputy Director - for kind information pl.