

RAJASTHAN TECHNICAL UNIVERSITY, KOTA

F-TEQIP/7745-84

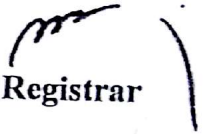
Date: 15/9/17

OFFICE ORDER

For effective and time bound implementation of the TEQIP-III Project, Institution has to constitute Institutional TEQIP Unit.

Prof. Sushil Chandra Jain shall be Institutional Project Director (IPD) for University Department TEQIP-III, RTU Kota.

This bears the approval of Hon'ble Vice Chancellor.


Registrar

Copy to:

1. PS to HVC
2. Registrar
3. Finance Comptroller
4. All Heads of offices / Departments / Unit incharge
5. Coordinator , TEQIP-III (University Department)
6. All Nodal Officer TEQIP-III(Finance/ Academic/ Procurement)


Registrar



RAJASTHAN TECHNICAL UNIVERSITY, KOTA
RAWATBHATA ROAD, KOTA-324010

Phone No. 0744-2473001 Fax. No. 0744-2473002 Email: vcofficer@rtu@yahoo.co.in

No:RTU/VCS/F(1)14/2017/ 5882-96

Date: 11/8/2017

OFFICE ORDER


Hon'ble Vice Chancellor is pleased to nominate following Coordinators / Nodal Officers to perform TEQIP-III project activities under University Teaching Department (UTD), formerly University College of Engineering, RTU Kota:-

- 1- Prof. Dinesh Birla, Coordinator TEQIP
- 2- Dr. Ajay Khunteta, Nodal Officer (Academics)
- 3- Dr. Mahendra Lalwani, Nodal Officer (Finance)
- 4- Dr. Brajesh Tripathi, Nodal Officer (Procurement)


(Director VC Coordination)

Copy for information and n.a.

1. PS to HVC
2. Registrar
3. Finance Comptroller
4. Dean Faculty Affairs
5. All HOD's
6. All Concerned


(Director VC Coordination)

OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,
UNIVERSITY DEPARTMENTS, RTU, KOTA

F-RTU(UD)/TEQIP-III/2017-18/03/ 10278-99

Date: 09/11/17
10

OFFICE ORDER

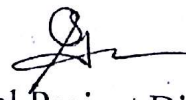
Office order No. F-RTU(UD)/TEQIP-III/2017-18/03/10109-44 dated 07.11.2017 is redefined in amended form as under :

Hon'ble Vice Chancellor is pleased to nominate following faculty members as Nodal Officers /Assistant Nodal Officer to perform TEQIP-III project activities under University Departments, RTU Kota formerly University College of Engineering, RTU Kota:-

- Dr. Vivek Shrivastava , Associate Professor, Department of Electrical Engg. as Nodal Officer (Academics) in place of Dr. Ajay Khunteta, Associate Professor, Department of Electronics & Communication Engg.

In addition to already approved Nodal Officers for UD TEQIP-III the responsibility of Assistant Nodal Officers are assigned to the following faculty members:-

- Mr. Ramesh Somra, Assistant Professor (Petroleum Engg.), Department of Civil Engg. as Assistant Nodal Officer (Procurement) UD TEQIP-III
- Mr. Naveen Verma, Assistant Professor (Petroleum Engg.), Department of Civil Engg. as Assistant Nodal Officer (Academics)
- Mr. Manoj Vaishnav, Assistant Professor (Petroleum Engg.); Department of Civil Engg. as Assistant Nodal Officer (Finance)
- Mr. Shobhi Bagga, Assistant Professor (Nanotechnology), Department of Electronics & Communication Engg. as Assistant Nodal Officer (UD TEQIP-III Cell)


Institutional Project Director,
UD, RTU, Kota

Copy for information and n.a.:

1. PS to HVC
2. Finance Comptroller
3. All Heads of Offices/ Departments / Unit Incharges
4. Coordinator, TEQIP-III(University Department)
5. All Concerned


Institutional Project Director,
UD, RTU, Kota

**OFFICE OF THE DEAN (FA) AND IPD, TEQIP-III
RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

No.: DFA/2017/3311-23

Dated: 27.10.2017

कार्यालय आदेश

केन्द्रीय सरकार/राज्य सरकार द्वारा घोषित TEQIP-III अभियान के अर्न्तगत राजस्थान तकनीकी विश्वविद्यालय में अनुदान प्राप्त होगी। निम्नलिखित अशैक्षणिक अधिकारी एवं कर्मचारीगण अपने कार्य के अतिरिक्त एवं कार्यालय समय पश्चात् TEQIP-III अभियान के अर्न्तगत कार्यों का संधारण/सम्पादन करेंगे, जिन्हें नियमानुसार अतिरिक्त मानदेय/भत्ता देय होगा।

1. **Sh. M.L. Gupta, A.O.** - बिलों व चैकों की जाँच व हस्ताक्षर करना एवं लेखा सुपरवाइजिंग कार्य
2. **Sh. Mahendra Singh, AAO-II**- पत्रावलियों व बिलों की लेखा सम्बन्धी जाँच करना, बिल पारित प्रक्रिया करना, बजट प्रस्तावित करना, इत्यादि लेखा सम्बन्धित कार्य निष्पादन करना।
3. **Sh. Rajesh Bohra, S.O.**- Procurement/Purchase से सम्बन्धित पत्रावलियों की जाँच करना व प्रशासनिक सम्बन्धित कार्यों का निष्पादन करना।
4. **Sh. Ashok Verma, A.S.O.**- बिलों को पारित होने पश्चात् भुगतान हेतु PFMS पद्धति से Payment Advice अथवा चैक तैयार करना व बैंक में प्रस्तुत करना, हस्तलिपि रोकड बही/लेजर पृविष्टियों इंद्राज करना।
5. **Sh. Devi Shanker, UDC**- समस्त प्रकार की प्रशासनिक एवं क्रय सम्बन्धी आदि पत्रावलियों का संधारण करना, बिलों को प्राप्त करना, पत्रावलियों के अनुसार बजट नियंत्रण का कार्य, बिलों की टोकन रजिस्टर में पृविष्टी इंद्राज करना व नियमानुसार बिल तैयार कर प्रस्तुत करना एवं समस्त कार्यालय कार्य सम्पादित करना, इत्यादि।

TEQIP-III कार्यों का संचालन/सम्पादन संविदा पर उपलब्ध निम्नलिखित अधिकारियों एवं कर्मचारियों के माध्यम से किया जाना है जिन्हें संविदा दर से स्वीकृत मानदेय देय है।

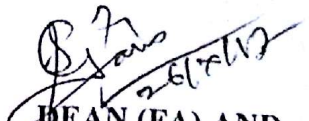
1. **MIS Officer** - समस्त प्रकार के कार्यालय आदेश, टिप्पणियों एवं TEQIP से सम्बन्धित समस्त प्रकार की Information, PFMS Data, FMR, etc. तैयार करना एवं समस्त प्रकार का Correspondence Work करना।
2. **DEO** - समस्त प्रकार के लेखा सम्बन्धी कार्यों का कम्प्यूटर पर लेखा संधारण करना (i.e. Cash Book, Ledger, TB, Balance-sheet, BRS, Income-tax, etc.) एवं बैंक सम्बन्धित समस्त कार्यों का निष्पादन करना, आदि।
3. **LDC**- उपरोक्तानुसार समस्त आवंटित कार्यों में सहायता करना, फाइलिंग करना, पत्रावलियों को सुव्यवस्थित एवं नियंत्रण करना, समस्त प्रकार के आदेश, टिप्पणियों आदि टाईपिंग का कार्य एवं निर्देशानुसार कार्यों का निष्पादन करवाना, इत्यादि।
4. **Class IV**- उपरोक्तानुसार समस्त प्रकार के कार्यों में सहायता एवं डाक वितरण का कार्य करना, इत्यादि

यह आदेश माननीय कुलपति महोदय द्वारा कार्यालय टिप्पणी क्रमांक DFA/TEQIP/2017/2792 dated 09.10.2017 एवं VCS/2948 dated 11.10.2017 के अनुमोदन उपरान्त जारी किये जाते हैं।

Cc to:

1. PS to HVC
2. Registrar
3. Finance Comptroller
4. Accounts - TEQIP-III
5. All Concerned
6. Office Copy


DEAN (FA) AND,
IPD TEQIP-III, RTU, Kota


DEAN (FA) AND,
IPD TEQIP-III, RTU, Kota

OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR,
UNIVERSITY DEPARTMENTS, RTU, KOTA

F-RTU(UD)/TEQIP-III/2017-18/03/ 10300-35

Date: 09/11/17
10

OFFICE ORDER

Following committees for UD TEQIP-III Institutional Project Unit are constituted as per present requirements:

- a) Committee for Procurement of Goods, Works, Services:
- Institutional Project Director
 - TEQIP Coordinator
 - Assistant Nodal Officer (Procurement)
 - UD TEQIP-III Accounts
 - Purchase Office, UD
 - Nodal Officer (Procurement) - Member Secretary
- b) Committee for Financial Managements:
- Finance Comptroller
 - HPC Secretary RTU (AR Purchase)
 - Institutional Project Director
 - TEQIP Coordinator
 - UD TEQIP-III Accounts
 - Nodal Officer (Finance) - Member Secretary
- c) Committee for Implementation of faculty and staff development, activities and programmes:
- Institutional Project Director
 - TEQIP Coordinator
 - Nodal Officer (Academics) - Member Secretary
- d) Committee for Monitoring Project implementation, achievement of targets for all indicators as proposed and keeping MIS updated:
- Institutional Project Director
 - TEQIP Coordinator
 - All Assistant Nodal Officers
 - MIS Officer & staff UD TEQIP-III Cell
 - Assistant Nodal Officer (UD TEQIP-III Cell) - Member Secretary
- e) Committee for Ensuring compliance with EAP, EMF and DMF requirements:
- Institutional Project Director
 - All Nodal Officers UD TEQIP-III
 - TEQIP Coordinator




P.T.O

- f) Committee for Ensuring implementation of institutional reforms:
- Institutional Project Director
 - All Heads of Departments
 - TEQIP Coordinator - Member Secretary
- g) Committee for Organizing efficient conduct of monitoring and performance Audits:
- All Heads of Department
 - Institutional Project Director
 - TEQIP Coordinator
 - Accounts UD TEQIP-III
 - A.O / A.A.O UD Accounts - Member Secretary

TEQIP-III Cell, UD and other concerned departments shall provide all necessary files/ documents to each committee as required by above committees time to time.

This bears the approval of Hon'ble Vice Chancellor.


Institutional Project Director,
UD,RTU,Kota

Copy for information and n.a.:

1. PS to HVC
2. Finance Comptroller
3. All Heads of Offices/ Departments / Unit Incharges
4. Coordinator, TEQIP-III (University Department)
5. All Nodal Officers/ Assistant Nodal Officers


Institutional Project Director,
UD,RTU,Kota