



PERMISSION TO OPEN BANK A/C FOR CONFERENCE/SEMINARS/ETC

1.	Name of the event:	Duration of the event: From: To:
2.	Chief /co-organizer (with email id/intercom number)	Organizing dept./centre:
3.	Proposed to open bank a/c (Canara/SBI)	Name of account operator/s: 1. 2.
4.	Proposed date of closing this bank account:	Type of account (Savings/current)
(Signature of the organizer/s)		(Signature of HoD/HAC)
<u>Forwarded to DoAER for forwarding to the Registrar for approval</u>	<u>Forwarded to the Registrar for Approval</u>	
AR, AER	DoAER	Registrar

Important Note for the organizers:

1. Approval for opening bank account will be accorded by the Registrar and DD/Cheque to be received in favour of The Registrar, IIT Guwahati, Payable to Guwahati.
2. Pl. Submit a photocopy of the bank passbook to the AER section.
3. Pl. fill in the **Form 9.3** to transfer sanctioned grants from Institute account to conference account.
4. The organizer will utilize the amount as per guidelines of the sponsoring agency. In absence of guidelines Institute rules may be followed for purchase and TA/DA.
5. Receipts and Payment and Income and Expenditure account are to be audited by the Institute Chartered Accountant and all original vouchers along with a cover letter to be submitted to the AER section.