

**OFFICE OF THE VICE CHANCELLOR
HARCOURT BUTLER TECHNICAL UNIVERSITY
KANPUR**

Ref. no. 85 /VCO/Misc./22

Dated: Aug. 03, 2022

OFFICE ORDER

You are hereby informed that the permanent imprest money sanctioned to your offices is the delegated financial power from the competent authority to utilize the amount up to the extent of its maximum limit as given below:

Name	Amount
Pro-VC office	5000
FC Office	5000+5000
Registrar Office	5000+5000
Heads of Department	5000
I/c CSP	20000
I/c Guest House	20000
Chairman Maintenance	50000
DAA	5000+2500
DSW	5000+2500
Dean PRG	5000
Dean R&D	5000
Dean Incubation	5000
Warden (all Hostel)	20000
COE Office	5000
I/c Internet/Automation	20000
I/c Telephone	5000
AWS, Workshop	5000
Medical Officer	5000

(Prof. S.K. Sharma)
OSD to Vice Chancellor

Copy to:

1. All Dean/HOD/Sectional Incharges, HBTU, Kanpur
2. Registrar, HBTU, Kanpur
3. Finance Controller, HBTU, Kanpur

