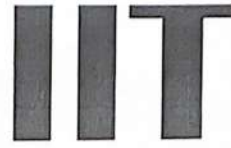




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(चेक अनुभाग)

Office of the Registrar
(Cheque Section)

Ref. No.: IIT(BHU)/Fin./Cheque/Misc./2023-24/019/6534

Date: 17-04-2023

CIRCULAR

Subject: Authorized Signatory on NEFT/RTGS Form of SBI


Dear Sir/Madam,

In continuation to the e-mail dated 20-02-2023, on the subject 'Updated NEFT/RTGS Form of SBI', this is to inform that the signature of the "Cheque Signing Authority" on the NEFT/RTGS Form should be on the place of "Customer Signature's Authorized Signatory" and "Signature of Applicant". But it is often found that the signature of the forwarding authority of various sections/departments/offices is being made at the place of "Cheque Signing Authority" in the NEFT/RTGS form.

Therefore, it is requested that the forwarding authority of various sections/departments/offices must ensure that "Cheque Signing Authority" space should be left blank. However, they may forward the form by signing on blank space besides 'Address'.

Your cooperation in the matter is highly solicited.

Yours faithfully,


Joint Registrar (Accounts)

Copy forwarded for information and necessary action to the followings:

1. All the Deans,
2. All the Heads of the Departments/Coordinators of the Schools,
3. The coordinators/In-charge of Units/Centre/Offices,
4. All the professor In-charges,
5. The Chief Councilor, Gymkhana,
6. The Chairman, Institute Works Committee,
7. The Superintending Engineer, Institute Works Department,
8. The Chairman, Senate Library Committee,
9. The Chairman, Cafeteria Committee,
10. The Chairman, Council of Wardens,
11. The Chairman, Web Management & E-mail Services Committee, for uploading on Institute Website
12. The coordinator, GTAC,
13. The Joint Chief Proctor,
14. All the Admin Wardens/Wardens, IIT(BHU) Hostels,
15. The Joint Registrar (Admin-I),
16. The Joint Registrar (Admin-II),
17. All the Deputy Registrars,
18. All the Assistant Registrars,
19. The P.S. to Director,
20. The P.A. to Registrar,

Indian Institute of Technology (BHU)


Joint Registrar (Accounts)



भारतीय प्रौद्योगिकी संस्थान (का०हि०वि०) वाराणसी - 221005 भारत
Indian Institute of Technology (BHU) Varanasi - 221005 India
Tel. No.: 91-542-2367780, 2307002, 6701808 Fax No.: 91-542-2367780

Email: chequesection@iitbhu.ac.in Web: www.iitbhu.ac.in

