

Workshop, Seminar, Research Project, Consultancy, Training, Certification Course, Conference, Educational Tour, Popular Lectures, Faculty Development Program, Tech Fest, Cultural Activities, Students Project, Multi Institutional Projects, Symposium and Many more events or activities

The employees of AKS University who are engaged / engaging in above mentioned events or Activities should give formal information to CFO office of AKS University, after Approval of Management of University immediately and submit a copy of all related documents with the copy of sanction letter (if any). New Head of Expenditure or Revenue required to be created in NS – 2, will be created by our Office only, (do not contact directly IT Cell or any other department) It would help to Proper Accounting of event / activities and leading to proper Utilization of fund and Utilization Certificate.

For Grant, participant's fees and any other receipts (if any) related to above events or activities, kindly use following Bank Details:

Axis Bank A/c No. 918020007407516

IFSC Code : UTIB0000202

Satna Branch

If anyone do not inform within stipulated time or in last moment without any valid reason or after completion of event or activities, it will be treated as serious ignorance and it will create topsyturvious condition in proper accounting of events / activities and leading to Utilization of the fund and Utilization Certificate for the concern person will be responsible.

To verify amount credited in Bank account kindly submit proper complete documents with full information, this would help us to verify amount.

Here I would like to clear one more confusion regarding Account Department office at Sherganj Campus, there is only Cash Counter and Fees Department, and those are wings of Accounts Department.

CA. HIMA GOEL

CFO

AKS University, Satna

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