



Ref No.: BIET/AU/2024-2025/02

Date: 23.2.2025

OFFICE ORDER

In view of the transition of Bharat Institute of Engineering & Technology into an autonomous institution and to ensure effective financial management, the following faculty member is hereby appointed as the Finance Officer with immediate effect:

Name	Designation	Contact Details
 Mr. Alok Kumar Chartered Accountancy PE II	Finance Officer Bharat Institute of Engineering & Technology	alokkumar@biet.ac.in bietaaccounts@biet.ac.in

Roles and Responsibilities:

The Finance Officer shall be responsible for:

- Overseeing and managing the financial resources of the institution in compliance with regulatory requirements and institutional policies.
- Preparing and monitoring annual budgets, financial statements, and expenditure reports.
- Ensuring efficient allocation and utilization of financial resources to support academic and infrastructural development.

- Implementing financial controls and auditing mechanisms to ensure transparency and accountability.
- Liaising with funding agencies, government bodies, and other stakeholders for financial planning and reporting.
- Supervising payroll, procurement, and other financial transactions in accordance with institutional guidelines.
- Advising the management on financial strategies, investment planning, and cost optimization measures.

Implementation and Compliance: All faculty members, administrative staff, and relevant departments are directed to extend their full cooperation to the Finance Officer in ensuring efficient financial operations and compliance with institutional policies.




Principal
Bharat Institute of Engg. and Tech
Mangalpally(V), Ibrahimpatnam(M)
Ranga Reddy (Dist)-Telangana-501510

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