



INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
OFFICE OF INFRASTRUCTURE AND PLANNING

DOIP/IITK/2024/OO-09-04-2024-03

Date: 09/04/2024

**OFFICE ORDER**

Subject: Record of meter reading and generation of billing for further processing

Er. Rahul Kumar, Junior Engineer (Electrical), is hereby assigned as the zone-in-Charge for meter reading section of the Institute. Er. Rajesh Kumar, JE is directed to handover all the data maintained till date and other relevant documents to Er. Rahul Kumar along with the associated manpower assigned for the job.

Er. Rahul Kumar will send the following monthly reports to OIC2, DOIP for verification and forwarding to OIC, EO and OIC, F&A as per the practice

1. All the meter reading sheets
2. Monthly energy audit reports

Further, the Er. Rahul Kumar will directly report to OIC2, DOIP and OIC, EO for all meter related issues and address the concerns raised by the user. He will also prepare reports and share relevant data as and when sought by the Director/Dy. Director/DOAD/DOIP promptly.

This is for the information of all concerned.

This order is applicable with immediate effect.

Dean of Infrastructure and Planning

Copy to:

1. Director
2. DOAD
3. Registrar
4. HOS, IWD
5. Er. Rajesh Kumar, JE (Electrical)
6. Er. Rahul Kumar, JE (Electrical)
7. Web master – for circulation among all concerned