



TAGORE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

DEVIYAKURICHI – 636 112, SALEM DISTRICT.

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

ACCREDITED BY "NAAC"

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Date:06.06.2025

OFFICE ORDER

Pursuant to administrative approval, **Mr.N.RAJASEKAR** has been designated as the Finance Officer of Tagore Institute of Engineering and Technology, with immediate effect.

Roles and Responsibilities:

In this capacity, the Finance Officer shall be responsible for the following duties:

- Overseeing and managing the financial planning, budgeting, and accounting systems of the institution.
- Ensuring compliance with all financial regulations and statutory requirements.
- Preparing financial reports and statements as required by the management and regulatory bodies.
- Monitoring income and expenditure and maintaining accurate financial records.
- Coordinating with auditors, government departments, and funding agencies.

Implementation and Compliance:

All faculty, staff, and administrative departments are requested to extend their full cooperation to the newly appointed Finance Officer in discharging his responsibilities.