



Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

SPS-504

Dated: _____

Form for Seeking Excise Duty / Custom Duty Exemption Certificate from Store Purchase Section Request for

Excise Duty Exemption Certificate

Custom Duty Exemption Certificate

1. Name of the Faculty /P.I. _____

2. Department Name _____

3. Intercom No. _____ Mobile No. _____

4. Name of the Manufacturer _____

5. Supply Order No. _____ Date of SO _____

6. Quotation No. _____ Date of Quotation _____

7. Brief Description of Item _____

8. Cost of the Item on which Excise Duty / Custom Duty Exemption Certificate is sought _____

9. Following papers are attached:

Copy of Supply Order

Proforma Invoice

Quotation

Request letter

Based on above information kindly issue Excise Duty / Custom Duty Exemption Certificate. This is certified that the goods/product be issued only for teaching scientific and research work of the Institute.

Signature of Faculty / P.I. _____

Emp. Code _____

To,

Deputy Registrar (Stores)