

Dept. S & P SECTION  
Ref. No.: 20-15-1146  
Date: 20/4/15

INDIAN INSTITUTE OF TECHNOLOGY DELHI  
Store Purchase Section


Dt. 16/04/2015

Sub: Quarterly purchase of Goods through Store Purchase Section.

It has been observed that purchase requests are being sent from different units under institute administration in an arbitrary manner. All unit heads are requested to fill the following form and send your requirements on quarterly basis.

In case any item is required on urgent basis, please send it to Store Purchase Section after obtaining the approval of D.D. (O)/Registrar.

Quarterly request for purchase of items (except consumable item like cartridge) may be sent to S.P. Section in the following format. All are requested to co-operate in smooth functioning of SPS.

 Kalyan Kr. Bhattacharjee  
Deputy Registrar (SPS)

## Form for Quarterly Purchase in Administration

Following items may kindly be purchased for the \_\_\_\_\_ quarter

S. No.	Name of the item	RC Number (if any)	Tentative Amount

Quarterly cycle for purchase will be (Jan - March), (April - June), (July - Sept.) and (Oct. - Dec.).

Name of the Purchaser: \_\_\_\_\_  
Emp. Code: \_\_\_\_\_  
Name of the Administrative Unit: \_\_\_\_\_  
Contact No. \_\_\_\_\_

Head of the Administrative Unit

Deputy Registrar (Stores)