

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**HAUZ KHAS, NEW DELHI - 110016.**

**COORDINATION SECTION**

No.IITD/ICDN/2010/219

Dated: 11.2.2010

**Sub: Cash purchase exceeding Rs.15,000/-.**

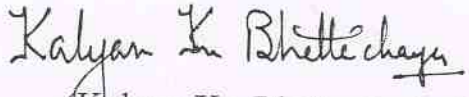
This has been observed that there are many cases where single cash payments exceeding Rs.15,000/- have been made to the vendors which is in contravention to the provisions of the Institute's Purchase Rules.

In this connection following provisions of Rule 4.1 (b) of Institute's Comprehensive Stores and Purchase Rules 2008 are reiterated for information and strict compliances by all concerned:-

- (a) If the payment to vendor is Rs.15,000/- or more, the payment must be made through cheque.
- (b) If necessary, the buyer may draw an advance up to Rs.1.0 lac for making purchases while ensuring no single payment exceed Rs.15,000/-.

All Heads of Depts / Centres / Sections / Units / Cells are requested to kindly bring to the notice of all Faculty and Officers of the Institute.

This has approval of the Competent Authority.

  
(Kalyan Kr. Bhattacharjee)  
Asstt.Registrar(CDN)

Dy.Directors / Deans / Wardens / Head of Depts. / Centres / Sections / Units / Cells

- cc to:-
1. D.R.(Accounts)
  2. Head, Hindi Cell {For publication in the "SAMPARK" &
  3. Officer I/C, Publication Cell {"This Fortnight in IIT"
  4. PS to Director
  5. Secy., to Registrar
  6. Secy., to Faculty Forum / Officers Association / IITE Union
  7. Master File