

INDIAN INSTITUTE OF TECHNOLOGY DELHI

CO-ORDINATION SECTION

Dated: 09-11-2009


IITD/ICDN/2009/ 2142

Sub: Import of Equipments/Machines/Chemicals/Spares etc.

It has been observed that every year in the month of March there is a rush of cases for the procurement of Equipments/Machines/Chemicals/Spares etc. from the Main Accounts and IRD Projects for **which funds are to be utilized by 31st March.** As per guidelines by the Accounts Section circulated from time to time all formalities for openings of Letters of Credit and commitment of funds are to be completed latest by 23rd March.

In view of the above, all Head of Deptts./ Centers/ Principal Investigators/ Schemers In-Charge are requested to **plan well in time for the procurement of the imported Equipments/Machines/Chemicals/ Spares etc.** and send the Purchase Requisitions (PRs) to the Assistant Registrar (Stores) as early as possible but not later than 28th February, 2010 so that the procurement of the required Equipments/Stores and opening of Letters of Credit can be done well in time.

Co-operation of all concerned is highly solicited.


(Kalyan Kr. Bhattacharjee)
Assistant Registrar (CDN)

All Head of Deptts/ Centres/units/cells

Copy to:

1. Deputy Director (Faculty)
2. Deputy Director (Admin.)
3. All Deans
4. Prof. Incharge (Stores)
5. Registrar
6. Deputy Registrar (Accounts)
7. Assistant Registrar (Audit)