

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS : NEW DELHI - 110 016

No.: ITD/ICDN/2010/1431
Dated : 27.8.2010

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Subject : Signature of Store Keeper on C/NC Forms.
Ref. : Notification No. ITD/R/99/3214 dated 20.8.1999.

With the approval of Competent Authority, all store keepers are requested to sign the Consumable/Non-Consumable Forms along with buyer and inventory holder after ascertaining installation/assets entry in the Asset Register for the purpose of maintaining effective record and channeling purchase process at the departmental store.

All Heads of Departments/Centre's/Sections/Units/Cells are requested to bring the attached C/NC forms to the notice of all Faculty, Officers and concerned staff.

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

Dy. Directors/Deans/Wardens/Head of Deptts./Centre/Sections/Units/Cells.

Cc to : -

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

<p>Certified that the items on this sheet have been procured by me in good condition.</p> <p style="text-align: right;">Sign. of Buyer (s)</p> <p>Name (s) :</p> <p>E. Code (s) :</p> <p style="text-align: right;">Sign. of Store Keeper</p>	<p>For Adjustment/For Payment</p> <p>Passed for Rs.</p> <p>Deduction to be made Rs.</p> <p>On A/C of</p> <p>Already paid Rs.</p> <p>Balance now payable Rs.</p> <p>(in words)</p> <p>By cheque directly to vendor/through (name)</p> <p style="text-align: right;">Sign. Registrar E. Code:</p>
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HOD/Nominee to sign after ensuring that S.No. as put at the top of the previous page is in order

Sign. of AR (Store) or nominee

IRD A/Cs. Main Accounts/ Audit/ Stores

ISSUE RECORD

Date	Particulars of items	Quantity		Balance	Issued to Sign. & E. Code
		Received	Issued		

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