



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110 016.



Website : www.iitd.ac.in

Coordination Section

No. IITD/ICDN/2010/1922

Dated:- 26/11/2010

Sub: Processing of IMPORT CASES

It has been observed that a good number of the Import cases have been processed by the Deptt./Centre/P.I.s directly without routing it through Import cell i.e. without raising the Purchase Requisition (P.R.), which is a mandatory requirement irrespective of the value of purchase (New Comprehensive Store Purchase Rules dated 31/3/2008 pl. refer).

Head of Department/Center/P.Is are therefore requested to route all Import cases through the Import cell of Store Purchase Section for further processing without which no NC/C form will be entertained for payment, asset entry or issue of Custom Duty Exemption certificate.

All are requested to cooperate with the institute authorities in its endeavor to improve the functioning of Store Purchase Section.

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

Distribution to:

1. All HoDs/HoCs
2. Dy. Registrar (A/cs)
3. Dy. Registrar (Audit)
4. P.S. to Director
5. Secy. to Dy. Director (A)
6. Secy. to Registrar
7. Master File