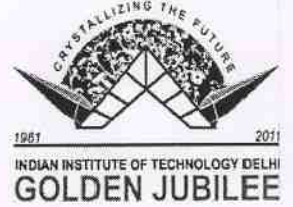




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**Coordination Section**

No. IITD/ICDN/2010/ 1923

Dated: -26/11/2010

**SUB: ISSUE OF NC/C FORMS IN RESPECT OF IMPORTED SCIENTIFIC MATERIAL.**

It has been observed that in number of cases, Deptts. / Centres/ P.I.s. have not raised "NC/C Forms" against the import of material received by them through Stores Purchase Section despite repeated reminders by Stores Purchase Section. This will attract serious audit observations.

In view of the above, Head of Deptt./ Centre / Project Incharge are requested once again to kindly send outstanding NC/C Forms in respect of such material by 15/12/2010 so as to complete the records, failing which the materials will be automatically entered in the inventory of the indentor.

*Kalyan Kr. 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