



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website : www.iitd.ac.in



Co-ordination Section

No. IITD/ICDN/2010/1924

Dated: -26/11/2010

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

Store Purchase Section witnesses huge rush of purchase cases in the month of Feb./March every year for **which funds are to be utilized by 31st March**. As per guidelines of 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 each year.

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 Deans/ Head of Deptts/ Centres/ Sections/ Units/ Cells

Copy to:

1. Prof. Incharge (Stores)
2. P.S. to Director
3. Secy., Dy. Director (F)
4. Secy., Dy. Director (A)
5. Secy., to Registrar
6. Dy Registrar (A/c)
7. Asstt. Registrar (Audit)
8. Master File