

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI - 110 016.

COORDINATION SECTION

No.IITD/ICDN/2011/520

Dated:- 5).03.2011


Sub:- Guidelines for using personal credit cards for making payments for official purchases.

The Director, on the recommendation of the Deans committee at its meeting held on 8th Feb., 2011, is pleased to approve the following guidelines for using personal credits cards by faculty members for making payment for official purchases:-

1. The use of personal credits cards will be allowed for making payment towards official purchases.
2. No other reimbursements like payment of renewal fee of the credit card shall be allowed.
3. All the Institute purchase rules will be followed while making the purchases through the credit card.
4. Wherever the purchase involves the payment of custom duty, the purchase must be routed through import section to examine the feasibility of making such purchases through credit card.
5. In all such purchases, the mention of IIT Delhi should also be made in the invoice.
6. The reimbursement submitted to the Accounts Section must accompany proper documentation along with the proof of having made payment against the purchase through the credit card.

All Heads of Deptts. / Centres are requested to kindly bring these guidelines to the notice of all faculty members working under their charge.

The above guidelines come into force with immediate effect.


(N. Bhaskar)
Assistant Registrar (CDN)

Dy. Directors / Deans / Heads of Deptts. / Centres

- cc to:-
1. DR(Accounts)
 2. DR(Audit)
 3. AR(Stores)
 4. Head, Hindi Cell : To publish in "SAMPARK"
 5. Professor I/C, : To publish in "This Fortnight in
Publication Cell IIT Delhi".
 6. PS to Director
 7. Secy. to Registrar
 8. Master file