



भारतीय प्रौद्योगिकी संस्थान दिल्ली Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website : www.iitd.ac.in

Co-ordination Section

Ref. IITD/ICDN/2010/21

Dated : 21-May-2010

Sub: Installation Report of newly purchased equipments.

It has been observed that in many occasions equipments purchased at the Institute (both from institute and project funds) have not been installed in time which draws unnecessary attention of Govt. audit and few RTI activists from time and again.

In order to monitor installation progress it has been decided by the Institute Authorities that a mandatory Monthly Non-Installation Report (Copy attached) should be issued by all Departments / Centers informing the authorities the name of the equipments received during the month but could not be installed duly justifying the reasons for the delay.

This report from all the department / center should reach the Central Store Purchase Section within 5th day of following month, for onward submission to higher authorities in a consolidated form by the Central Store Purchase Section.

This has the approval of Competent Authority.

Kalyan K. Bhattacharjee

Kalyan Kr. Bhattacharjee

Asst. Registrar (CDN)

Phone: 011-2659-1787/ 1726

Distribution:

- All Heads of Departments/Centres/Sections/Units/Cells etc.:- **The contents of the above may be brought to the notice of all faculty/PI in your departments.**
- Dy. Directors
- All Deans
- Registrar
- Professor Incharge (Stores and Purchase)
- PS to Director
- Librarian, Central Library
- Master File



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Deptt./Center/Section _____

Sub : Monthly Report of Non-Installation of newly purchased equipments.

Following equipments received by this department during the month but could not be installed because of the following reason (s) given as under:

Name of the Equipment	Date of receipt	Name of the Faculty I/c and	Tentative date of Installation	Reason for non-installation

Signature of Faculty I/c

Signature of Head

Store Purchase Section