

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

Coordination Section

No.IITD/ICDN/2010/2021
Dated: 09th Dec, 2010

Sub: Payments to Suppliers/ Contractors.

At present, the cheques meant for payments to the suppliers / firms are being collected by the vendors / contractors from the window of cheque-writer on three working days i.e. Tuesday, Thursday and Friday between 4.00 p.m. and 5.00 p.m. and rest of the cheques are being dispatched by Registered Post. It has been noticed that the suppliers / contractors are not strictly adhering to the scheduled time, as a result of which, the regular work of the Accounts Section is affected.

In view of the above, it has been decided by the Competent Authority that, with immediate effect, all Cheques / DDs for payments to the suppliers / firms will be dispatched by Registered Post only by the R&I Unit of the Institute. The Cheques / DDs will not be delivered by hand to the suppliers / firms, except under very special circumstances to be recorded in writing and after taking approval of the Competent Authority.

All Head of Deptts. / Centres / Sections / Units / Cells are requested to kindly bring the contents of the above instruction to the notice of all staff members working under their charge for strict compliance.

This has approval of the Competent Authority.


(N. Bhaskar)
Asstt. Registrar(CDN)

Distribution

1. Dy. Directors / Deans / Head of Deptts. / Centres / Sections / Units / Cells
 2. D.R. (Accounts)
 3. Chairman, Estate & Works
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