

INDIAN INSTITUTE OF TECHNOLOGY : DELHI

STORE PURCHASE SECTION

IITD/MISC.(SPS)/2012/ 245

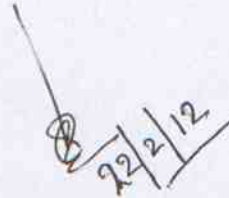
DATED: 15/02/2012

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 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, 2012 so that the procurement of the required Equipments and opening of Letters of Credit can be done well in time.

Co-operation of all concerned is highly solicited.

A handwritten signature in blue ink is written over a date stamp. The date stamp is a rectangular box containing the date '22/2/12' written in black ink.

(Kalyan Kr. Bhattacharjee)
Asstt. Registrar (Stores)

All Head of Deptts/Centers/Sections/Units/Cells

Copy to:

1. Deputy Director (Faculty)
2. Deputy Director (Admin.)
3. All Deans
4. Prof. Incharge (Stores)
5. Registrar
6. Deputy Registrar (Accounts)
7. Assistant Registrar (Audit)