

INDIAN INSTITUTE OF TECHNOLOGY : DELHI

STORE PURCHASE SECTION

(GIS Cell)

Ref.....dated.....from.....Deptt./Centre/Unit)
is returned hereby with a request to complete the following observation as ticked ()
below.

S. No.	Items	
1.	Amount mentioned in bill/NC Form is different as per S. O. Form No. I/II/III	
2.	S. No. is not mentioned on NC Form.	
3.	NC Form not signed by HOD/Buyer/Faculty/Store Keeper.	
4.	Supplier Code & Item Code not provided.	
5.	Address of Vendor/ Bill No./Date are not mentioned on NC Form.	
6.	Specifications of item(s) on NC Form/Bill b not matching with Item Code(s).	
7.	Name / Employee Code / Signature of receiving officer not provided.	
8.	NC / C Form should be used in place of C/NC.	
9.	PFC / SP Form No. I / II / III / original Bill not enclosed.	
10.	TIN / PAN / ST Number is not provided in Supplier Code.	
11.		
12.		
13.		
14.		
15.		

Supdt. (SP Section)

A.R. (Stores)

Encl:- Original documents are being returned for necessary action please.

Head.....