Reference: IRD Office Memorandum No. IITD/IRD/M-52/160861 dated 25.7.2019 regarding revised guidelines towards purchase of books from Research Project and MIs.

Please refer our note dated 20.4.2021 (refer Annexure-'A') seeking following clarifications:

1. Books costing more than USD 100 or Rs. 5,000/- will be entered in the inventory. Whether these books are to be entered in the stock level report of the purchaser through SP Section or
2. These books are to be entered in the Book Accession Register maintained by the respective deptt./centre/unit.
3. Books costing below US$ 100 or Rs. 5000 will be entered in the Book Accession Register or not. Present norms (refer Annexure-'B') shows that all books purchased from the project funds (irrespective of cost) will be recorded in the Book Accession Register.

Submitted for your comments please.

A.R. (Stores)

A.R. (IRD)
The clarification to the queries on pre-page is as follows:

For query 1.2: To be entered in both BAR of respective depot and SCR against SAP section.

For query 2: All books to be entered in BAR irrespective of the copy of the book.

If approved, the above clarification may be forwarded to SAP section for.

8/8/21

[Signature]

8/9/21

[Signature]
OFFICE MEMORANDUM

No. IRID/IRD/M 52/1 160861

Dated: 07.07.2019

Approval of the Competent Authority is hereby conveyed for the following revised guidelines towards purchase of books from Research Projects and Miscellaneous Funds:

Books costing more than USD 100 or Rs. 5,000/- only will be recorded in the inventory (may be retained at 5% purchase value on retirement).

Books purchased during the three year period preceding retirement may not be retained.

Books costing below USD 100 or Rs. 5,000/- will not be entered in inventory.

Distribution:

1. All HoDs/HoC's
2. All PIs/CTs
3. Dean (Resd.)
4. Associate Dean (IRD)
5. A.R. (IRD A/CTs)
6. A.R. (IRD)
7. IRD webmaster

Kindly authorize the above, whether these books "costing below USD 100 or Rs 5,000/-" will be entered in the departmental Book Accession Register or not.

Submitted:\n
A.R. (Store)

Amorecano 2014/15
OFFICE MEMORANDUM

No. IITD/IRD/M 52/ 160861
Dated: 07.2019

Approval of the Competent Authority is hereby conveyed for the following revised guidelines towards purchase of books from Research Projects and Mis-

Books costing more than USD 100 or Rs.5,000/- only will be recorded in the inventory (may be retained at 5% purchase value on retirement).

Books purchased during the three year period preceding retirement may not be retained.

Books costing below USD 100 or Rs.5,000/- will not be entered in inventory.

Assistant Registrar, IRD

Distribution:

1. All HoDs/HoCs
2. Dean (R&D)
3. Associate Dean (R&D)
4. A.R. (IRD A/Cs.)
5. A.R. (IRD)
6. IRD webmaster

This may be circulated amongst the concerned PIs and Project staff working in your Deptt./Centre for information and necessary action.

E-Mail to all faculty members also.