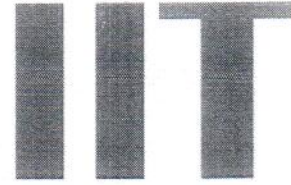




भारतीय
प्रौद्योगिकी
संस्थान
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NOTIFICATION

Ref. No.: IIT (BHU)/I. P. Cell/FPC/2015 – 16/ 16938

Dated : 10th March, 2016

The Director, IIT(BHU),
All the Deans,
The Registrar, IIT(BHU),
All the Heads of the Departments / Coordinators of the Schools,
The Coordinator, Gandhi technology Alumni Centre,
The Chief Councillor – Gymkhana,
The Chairman, Senate Library Committee,
The Chairman, Council of Wardens,
The Chairman, - Cafeteria,
The Chairman, Web Management & E-mail Services Committee,
The Chairman, IWC,
All the Prof. Incharge,
The Administrative Wardens / Wardens of the Hostels,
The Workshop Superintendent, Main Workshop,
All the Dy. Registrars, IIT(BHU),
All the Asstt. Registrars, IIT(BHU),
The P.S. to Director, IIT(BHU),
The P.A. to the Registrar, IIT(BHU),
The Section Officer, I.P. Cell,
The Care Taker, IIT(BHU),
Indian Institute of Technology (BHU)

Dear Sir / Madam,

Kindly refer to notification No. IIT(BHU) I.P. Cell/FPC/2015-16/4950 dated 4th July, 2015 regarding purchase of furniture for the Departments / Schools / Laboratories / Class Rooms etc.

In continuation to this, the committee is directed to further clarify all the concerned that the request for purchase of all furniture with quantity, specification, design if any and **fund sanction letter** mentioning the Major and Minor Budget Heads shall be sent to Institute Purchase Cell addressed to S.O. (IP Cell) with the attention to the Asstt. Registrar & Member Secretary, Furniture Purchase Committee. The S.O. (IP Cell) shall put up all the furniture purchase requests to the Chairman, Furniture Purchase Committee (FPC). Thereafter, the FPC shall process the purchase of furniture and issue the purchase order.

A Copy of the order will be sent to the User / Department / School / Unit. After the supply of the furniture, the vendor will submit the bill in IP Cell alongwith duly signed and sealed delivery challan. S.O. IP Cell will prepare a pre-receipt and send it to the User / Department / School / Unit and the same will be returned back to IP Cell after entering in their appropriate Stock-Book / Job Register in case of fabricated furniture, certifying the receipt of furniture. After the duly entered pre-receipt is received by the I.P. Cell, the I.P. Cell shall record all the bills in its Purchase Book and Stock Book / Job Register. All the bills /challan pertaining to the furniture purchase shall be processed by the S.O. (IP Cell) for payment.

S.O. (IP Cell) shall insure that all the payments to vendors are processed within 15 working days after the receipt of pre-receipt from the User / Department / School / Unit.

Further the User / Department / School / Unit can also consult the IP Cell regarding the type of furniture available and also the budgetary requirement before sending purchase request to the IP Cell.

Yours faithfully,


Asstt. Registrar & Member Secretary
Furniture Purchase Committee