



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
**Indian Institute of Technology Bhubaneswar**  
प्रायोजित अनुसंधान और औद्योगिक परामर्श (एसआरआईसी)  
**Sponsored Research and Industrial Consultancy (SRIC)**

Recommendation for release of payment

Name of the Equipment/Instrument/Consumable etc.....  
.....

PO Reference No. & Date: .....

1. Equipment has been received in good condition on (*date*): .....  
(Documentary Proof i.e main gate entry in delivery challan/ invoice or any logistic dept. tracking details attached)
2. Equipment has been installed on (*date*).....and working satisfactorily.  
(Installation certificate attached)
3. Warranty Certificate has been received
4. Bill amount is same as Purchase Order
5. Stock Entry has been made at School/Department/Project Stock Register
6. Scheduled /Extended date of delivery & installation:
7. Delay in installation is attributable to : The supplier / the Institute (if institute, then documentary evidence is to be enclosed)

*(Strike out which is not applicable)*

It is recommended to release the payment for supply of the above against the Bill / Invoice No  
..... dated ..... of Rs. .... to  
M/s.....  
.....

Signature

(PI/Co-PI/Indenter)