



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

आपूर्तिकर्ता को भुगतान जारी करने हेतु अनुशंसा/
Recommendation for the release of Payment to the Supplier

Name of the School/Department/Section:

(Strike out whichever is Not Applicable)

Name of the Item(s) & Quantity:							
.....							
Item Type:	Equipment <input type="checkbox"/>	Furniture <input type="checkbox"/>	C&P Items <input type="checkbox"/>	Spares <input type="checkbox"/>	Consumables <input type="checkbox"/>	AMC <input type="checkbox"/>	Other item <input type="checkbox"/>
GeM Contract / P.O. / W.O. No. & Date:							
Equipment Receiving & Acceptance date:							
Equipment Installation date:							
Equipment is Working Satisfactorily:				YES / NO			
Whether the Service Report is attached: (Applicable in case of AMC/Other Service-related Work Orders)				YES / NO / Not Applicable			
Payment Period and Mode of Payment (For AMC / Other Services, If applicable):				Period: Mode: Quarterly- <input type="checkbox"/> /Half Yearly- <input type="checkbox"/> /Annually- <input type="checkbox"/>			
Warranty Certificate attached as per P.O.:				YES / NO / Not Applicable			
Delay in Delivery is attributable to: (If Institute, the supporting documents are to be enclosed herewith)				The Supplier / The Institute			
Delay in Installation is attributable to: (If Institute, the supporting documents are to be enclosed herewith)				The Supplier / The Institute			
Whether the Stock Entry has been made at School/Department/Section:			YES / NO (Reference:)				
It is recommended to release the payment of Rs./- after deducting LD charges, if applicable, under the Budget Head towards the supply of the above-mentioned item(s), against the Bill / Tax Invoice / Cash Memo No. dated, to the supplier M/s. Address:							
All the above details must be filled in; or else, the payment recommendation will be returned by the S&P Section.							

मांगकर्ता के हस्ताक्षर/
Signature of the Indenter

के द्वारा अनुशंसित/
Recommended by

नाम:/Name:

पदनाम:/Designation:

दिनांक:/Date:

एच.ओ.एस./एच.ओ.डी./एच.ओ.एस./डीन/रजिस्ट्रार/एस.ई. (सिविल)/

Head of the School/Department/Section/SE(Civil)/Dean/Registrar