



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
(Continuing Education)

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*):
2. Equipment has been installed on (*date*)satisfactorily
3. The equipment is **working**(**satisfactorily** / **unsatisfactory**) since installation
4. Warranty Certificate as per PO has been received : YES/ NO
5. Invoice value did not exceed the Purchase Order value : YES/ NO
6. Stock Entry has been made at School/Department/S & P Stock Register: (reference) :

(Strike out which is not applicable)

7 Delay in installation is attributable to : **The supplier / the Institute** (if institute, then documentary evidence is to be enclosed)

It is recommended to release the payment for supply of the above against the
Bill / Invoice No datedto
M/s.....Rs.....
(In word)

Signature
(Indenter)

Signature
Dy. Registrar (CE)

Signature
Dean (CE)