



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Continuing Education/ सतत शिक्षा

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

Name of the School/Department/Section:

Name of the Workshop/Conference/Seminar/Short-term course/Symposium etc	
Name of the Item(s) & Quantity:	
GeM Contract / P.O. / W.O. No. & Date:	
Materials Receiving & Acceptance date:	
Commence of the Programme and Duration	
Equipment is Working Satisfactorily:	YES / NO
Delay in Delivery 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: Rs. In word.	
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