



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रायोजित अनुसंधान औद्योगिक परामर्श
Sponsored Research Industrial Consultancy

Project Code -----

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 ☐	Furniture ☐	C&P Items ☐	Spares ☐	Consumables ☐	AMC ☐	Other item ☐
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- ☐ /Half Yearly- ☐ /Annually- ☐			
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 SRIC Section.							

मांगकर्ता के हस्ताक्षर/
Signature of the Indenter

नाम:/Name:
पदनाम:/Designation:
दिनांक:/Date: