

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

Industrial Research & Development (Accounts)

No. IITD/IRD/Accounts/341
Dated:- 08.08.2012

Sub:- Cash purchases exceeding Rs. 15,000/-

Rule 4.1 (b) of the Institute's Comprehensive Stores and Purchase Rules, 2008 stipulates that if the payment to vendor is Rs. 15,000/- or more, the payment must be through cheque. If necessary, the buyer may draw an advance up to Rs.1.00 lac for making cash purchases while ensuring no single payment will exceed Rs. 15,000/-.

For information and compliance of all concerned, the rule position was also reiterated vide CDN circular No.. IITD/ICDN/2010/219 dated 11.02.2010 & No. IITD/ICDN/2011/287 dated 28.02.2011.

Notwithstanding above, during processing of the purchase reimbursement/advance adjustment bills, instances of cash payment exceeding Rs. 15,000/- to vendor have come to notice.

In order to avoid recurrence of such instances, all concerned are requested to kindly ensure strict compliance to the provisions of Rule 4.1 (b) of the Institute's Comprehensive Stores and Purchase Rules, 2008 while making payments from the project/consultancy funds .

This has the approval of the competent authority.


(ANUP KUKSAL)
Asstt. Registrar, IRD (Accounts)

Distribution :-

All Heads of Department/Centre : It is requested that the content of the circular may kindly be brought to the notice of all the faculties of your Deptt./Centre

CC:-

- Dean, R&D
 - Assoc. Dean, Project Mgt.
 - Mr. Sudesh Kr. Bansl, SDP, IRD Unit
- Along with copies of CDN circular referred above for email to all the faculties and incorporating/updating the R&D Website.

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI - 110016.

COORDINATION SECTION

No.IITD/ICDN/2010/219

Dated: 11.7.2010

Sub: Cash purchase exceeding Rs.15,000/-.

This has been observed that there are many cases where single cash payments exceeding Rs.15,000/- have been made to the vendors which is in contravention to the provisions of the Institute's Purchase Rules.

In this connection following provisions of Rule 4.1 (b) of Institute's Comprehensive Stores and Purchase Rules 2008 are reiterated for information and strict compliances by all concerned:-

- (a) If the payment to vendor is Rs.15,000/- or more, the payment must be made through cheque.
- (b) If necessary, the buyer may draw an advance up to Rs.1.0 lac for making purchases while ensuring no single payment exceed Rs.15,000/-.

All Heads of Deptts / Centres / Sections / Units / Cells are requested to kindly bring to the notice of all Faculty and Officers of the Institute.

This has approval of the Competent Authority.

Kalyan Kr. Bhattacharjee
(Kalyan Kr. Bhattacharjee)
Asstt.Registrar(CDN)

Dy.Directors / Deans / Wardens / Head of Deptts. / Centres / Sections / Units / Cells

- cc to:-
1. D.R.(Accounts)
 2. Head, Hindi Cell {For publication in the "SAMPARK" &
 3. Officer I/C, Publication Cell {"This Fortnight in IIT"
 4. PS to Director
 5. Secy., to Registrar
 6. Secy., to Faculty Forum / Officers Association / IITE Union
 7. Master File

INDIAN INSTITUTE OF TECHNOLOGY DELHI
NEW DELHI-110016

COORDINATION SECTION


IITD/ICDN/2011/287
February 28, 2011

Sub.: Cash Purchases exceeding Rs. 15,000/-

Ref.: Circular No. IITD/ICDN/2010/219 dated 11.2.2010

Rule 4.1(b) of the Institute's Comprehensive Stores and Purchase Rules 2008 prescribes that payments of Rs. 15,000/- or more to the vendors must be made only through cheques. These instructions have been reiterated vide above referred circular. It has, however, been observed that these instructions have been violated in certain cases. It has been viewed seriously as the violation may invite audit paras.

It is, therefore, requested that all Heads of Departments/Centres/Sections/Units/Cells may kindly ensure strict compliance of these instructions by all concerned working under their charge.


(N. Bhaskar)
Assistant Registrar(CDN)

Dy. Director/Deans/Heads of Departments/Centres/Sections/Units/Cells

Copy to:

1. Deputy Director(Accounts)
2. Deputy Registrar(Audit)
3. Assistant Registrar(Stores)
4. Head, Hindi Cell – For publication in the "Sampark"
5. Officer Incharge, Publication Cell – For publication in "This Fortnight in IITD"
6. PS to Director
7. Secretary to Registrar
8. Master File