

Indian Institute of Technology Delhi

IRD Accounts

IITD/IRD/Accounts/HIRA-450
03.10.2012

Subject: IRD payment to suppliers/vendors by RTGS/NEFT mode.

The faculty members of the Institute would be aware that Institute Main Accounts has already implemented electronic mode of payments to suppliers/vendors. As of now, more than 1000 plus suppliers are registered for RTGS/NEFT in the Main Accounts and payment to them is being made through this mode.

1. Henceforth, IRD A/Cs would also be making payment to suppliers/vendors relating to projects/consultancies through RTGS/NEFT mode.

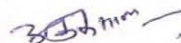
2. For the above purpose, the supplier/vendor codes would be common for Main A/Cs and IRD A/Cs. If the vendor/supplier is already registered with Institute, then he shall be asked to quote same vendor code with which he is registered with IIT Delhi and in that case the Department/Centers Stores Keepers should not generate another new vendor code for him.

3. The procedure for registration of new suppliers/vendors for RTGS/NEFT including the pro-forma and documents required to be submitted by the suppliers/vendors, remains the same for IRD A/Cs as is being presently followed by the Department/Centers Stores Keepers for payment relating to Main A/Cs. The documents submitted by suppliers/vendors relating to IRD shall, however, be forwarded to IRD A/Cs for further action and record.

4. With the start of RTGS/NEFT mode of payment, the payment through cheques would be discontinued. Hence all faculty members are requested to kindly get the suppliers/vendors relating to their projects/consultancies registered, if not already registered, before sending their bills/invoices for payments to IRD A/Cs.

5. In exceptional cases with justification recorded by the PIs/CIs, cheque/demand draft may be issued with the prior approval of the Dean (R&D).

This issues with the approval of the competent authority.


(ANUP KUKSAL)
Assistant Registrar (IRD A/Cs)

Distribution :-

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

CC:-

- Dean, R&D
- Assoc. Dean, Project Mgt.
- Assistant Registrar (IRD)
- Mr. Sudesh Kr. Bansal: For email to all faculty and updating the IRD website.
Sr. Data Processor, IRD