

OFFICE MEMORANDUM

No. IITD/IRD/M-52/ 160861

Dated: 25.07.2019

Approval of the Competent Authority is hereby conveyed for the following revised guidelines towards purchase of books from Research Projects and MIs-

Books costing more than USD 100 or Rs.5,000/- only will be recorded in the inventory (may be retained at 5% purchase value on retirement).

Books purchased during the three year period preceeding retirement may not be retained.

Books costing below USD 100 or Rs.5,000/- will not be entered in inventory.


Assistant Registrar, IRD

Distribution:-

- 05221
1. All HoDs/HoCs } This may be circulated amongst the concerned
All PIs/CIs } PIs and Project staff working in your Deptt./
Centre for information and necessary action.
E-Mail to all faculty members also.
2. Dean (R&D)
3. Associate Dean (R&D)
4. A.R. (IRD A/Cs.)
5. A.R. (IRD)
6. IRD webmaster
- 17221
- Assoc VRS