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17/7/14

राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

No. NITR/RG/M/2014/430 Date- 16.07.2014

CIRCULAR

1. It is observed that many bills/invoices which are forwarded to the Purchase & Works office contain some deficiencies. As a result the bills are returned to the department for compliance. To avoid this and for timely payment to the suppliers the following points may be verified/checked before forwarding to Purchase & Works office:-

   i. Copy of Purchase Order (both sides, all pages) should be enclosed.
   ii. Where Entry Tax/Freight charges/Insurance are mentioned extra, it should be accompanied by supporting vouchers in original.
   iii. Warranty/Guarantee Certificate should be enclosed wherever applicable.

2. At the time of preparing purchase order file for processing of P.O., the soft copy of the draft P.O. may be forwarded to ar-pw @nitrkl.ac.in and CC marked to swaincr@nitrkl.ac.in. In the draft P.O., Phone No. & e-mail Id of the concerned faculty/officers should be mentioned at point 10 (Technical Queries) of Other terms & Conditions and Purchase Requisition No. may be mentioned against Sl. No. 1 of Copy distribution list.

3. In case of foreign purchase, the Indian Agent/Supplier sends certain pre dispatch documents such as Airway Bill, Invoice, Packing List etc. to the concerned faculty as mentioned at point 10 (T.Q.) by e-mail. But in certain instances the concerned faculty do not forward such documents to Purchase & Works office in time. As a result P&W office is not able to send those documents to the clearing agent in time and institute is required to pay heavy demurrage charges. Hence, concerned faculty members are advised to forward all such documents to P&W office by email immediately after receipt from the Indian Agent/Supplier.

16/7/14

कुलसचिव
REGISTRAR

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2) Dy. Registrar (FA/AC)
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