



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No: RMS/9629/19

Date: 15/11/2019

Circular

1. This is to inform all concerned that after receiving the Product through GeM, the respective Department/authority will have to send relevant documents to Central Stores and Purchase Section after updating in the Departmental Stock Register along with the installation certificate (where applicable) and also certifying the quantity received on the challan/ GeM invoice. This document is to be signed by the HOD of the concerned Department with stamp. This process is to be completed within 3 working days positively, after completion of installation/ receiving the product, whichever is later.
2. As advised by the CAG, the HODs are requested to sign the Central Stock Register (Kept in the Purchase Section) after completion of the above process.

Kind co-operation is solicited from all quarters to settle the payments within 10 days after successful completion of the installation process as per norms of GeM.


15/11/19

(S.N. Datta)

Deputy Registrar(S&P)

Copy forwarded for information and necessary action to:

1. All Deans/Associate Deans
2. All Head of the Deptts. / Centres/ Schools
3. All officers
4. The PS to the Director
5. The Institute Website