



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION

No: S&P/2017-18/1202
21st Feb 2018

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2017-18.

Ref.: Circular No. IITK/AA/FBC/2017-18 dated 15th February, 2018.

With reference to Circular cited above all departments/sections/units are requested to please follow the below mentioned dates strictly with regard to procurement of materials and services:-

1. Two Bid System

(a) Last date for opening of Technical bids : 6th Mar 2018.

(b) Last date for opening of Financial bids : 8th Mar 2018.

2. Single Bid System

(a) Last date for opening of bids : 8th Mar 2018.

3. Last date for receipt of complete purchase indent duly approved by the competent authority : 16th Mar 2018.

4. Submission of pending Inspection reports in order to complete the Pending files : 16th Mar 2018.

5. Submission of Physical Stock/Inventory Verification Report : 13th Apr 2018.

Since related purchase orders need to be issued on or before 31st Mar 2018, all departments/sections/units are requested to kindly adhere to the above deadline dates strictly.

We look forward to cooperation of all in ensuring accurate and timely closing of FY 2017-18 accounts.


22/2/18

(Manindra Agrawal)
Deputy Director



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