



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Central Stores & Purchase Section

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Ref. No. S&P/2024-25/ 11

Dated: 23/04/2024

OFFICE ORDER

It has been observed that there is a delay in the Department/Section promptly contacting the Office of the Central Stores and Purchase to prepare the Inspection Report (IR) upon receiving goods. This delay not only affects the timely preparation of the Inspection Report (IR) but also causes a delay in payment to the firm/supplier. Additionally, in some cases, it has also been observed that the signed IR is not submitted to the Bill Unit within the specified timeframe. These issues need to be addressed to ensure smoother processes, timely payments, and to avoid potential Audit Objection from AGUP Audit Team.

In view of the foregoing, it is hereby advised to all concerned that the intimation for receipt of the material must be sent to Central Stores & Purchase Section on the same date/day, so as the Inspection Report could be generated on the same date for avoiding the delayed payment and audit observations. It is also advised that the duly signed Inspection Report along with Requisition Slip also be sent back to the Central Stores & Purchase Section within the specified timeframe as mentioned in the IR.

(Braj Bhushan)
Dean (Administration)

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. Registrar
5. All Heads of the Departments/IDPs/Centres/Sections/Unit-in-Charges
6. Website through Webmaster