भारतीय प्रौद्योगिकी संस्थान गुवाहाटी संकाय कार्य अनुभाग गुवाहाटी ७८१ ०३९, असम, भारत



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI FACULTY AFFAIRS SECTION

Guwahati 781 039, Assam, India

PDA FORM NO: 13.2D

RELEASE OF PAYMENT

				Date:
Name of the Faculty Member	:			
Employee Number	:			
Designation	:			
Department	:			
Three Year Block is	:	From:	То:	
Present Financial Year is	:			
Details of Item purchased				
Name of Item	:			
P.O. Number	:			
Total amount (as mentioned in PO)	:			
ck List:				
Bills/ Invoice duly entered in stock	:		`	Yes/No
Inspection Report (in S&P format)	:		•	Yes/No
Delivery Challan	:		•	Yes/No
Installation Report, wherever	:		,	Yes/No
Copy of Purchase Order	:		`	Yes/No
 The institute purchase procedure Faculty Affairs Section) was follow The stock entries are made for the All these items are only for my processory documents and 	wed e ite ofess enc	while purchasing ms in a stock regisional developmentosures have been	the above mentioned items. ster at the department. nt (academic, teaching and re n submitted conforming to the	esearch) activities. e rules under PDA.
	Employee Number Designation Department Three Year Block is Present Financial Year is Details of Item purchased Name of Item P.O. Number Total amount (as mentioned in PO) ck List: Bills/ Invoice duly entered in stock register Inspection Report (in S&P format) Delivery Challan Installation Report, wherever applicable Copy of Purchase Order is to certify that - The institute purchase procedure Faculty Affairs Section) was follow The stock entries are made for the All these items are only for my pre- All the necessary documents and	Employee Number Designation Department Three Year Block is Present Financial Year is Details of Item purchased Name of Item P.O. Number Total amount (as mentioned in PO) ck List: Bills/ Invoice duly entered in stock register Inspection Report (in S&P format) Delivery Challan Installation Report, wherever applicable Copy of Purchase Order is to certify that - The institute purchase procedure (R Faculty Affairs Section) was followed for the ite All these items are only for my profess All the necessary documents and ence	Employee Number Designation Department Three Year Block is Present Financial Year is Details of Item purchased Name of Item P.O. Number Total amount (as mentioned in PO) Ck List: Bills/ Invoice duly entered in stock register Inspection Report (in S&P format) Delivery Challan Installation Report, wherever applicable Copy of Purchase Order is to certify that - The institute purchase procedure (Reference: Institute Faculty Affairs Section) was followed while purchasing to the stock entries are made for the items in a stock regiser. All these items are only for my professional development. All the necessary documents and enclosures have been	Employee Number Designation Department Three Year Block is From: To: Present Financial Year is Details of Item purchased Name of Item P.O. Number Total amount (as mentioned in PO) Ck List: Bills/ Invoice duly entered in stock register Inspection Report (in S&P format) Delivery Challan Installation Report, wherever applicable Copy of Purchase Order The institute purchase procedure (Reference: Institute Purchase Manual available Faculty Affairs Section) was followed while purchasing the above mentioned items. The stock entries are made for the items in a stock register at the department. All these items are only for my professional development (academic, teaching and reserved)

Signature of the Faculty Member

Signature of the HOD

(For official use of Faculty Affairs Section)

	Or./Mr./Ms			,				
Verified the submitted documents on the basis of the purchase order No								
Dealing Staff Faculty Affairs Section Forwarded to Finance & Accounts Section for release of payment.								
Assistant Registrar (F	aculty Affairs)			DOFA/ADOFA				
(For official use of Finance & Accounts Section) Account Head: PDA								
	Fund Available	Amount to be paid	Balance					
Checked and Passed for an amount of Rs(Rupees								
		, .						
)						
Dealing Sta Finance & Account		Approved	HOS (F	⁻ & A)				

Dean, Faculty Affairs