

Dept. : ACCOUNTS SECTION
Ref. No. 2019.....IACC 22168
Date 08-3-19.....

INDIAN INSTITUTE OF TECHNOLOGY DELHI
ACCOUNTS SECTION

Date: 8th March, 2019

It has been observed that in the computer system many suppliers / Vendors / Contractors are registered being a Proprietary ownership under different supplier code with the matching name. The store officers choose the wrong supplier code on 'C' or 'NC' form Inadvertently and the payment goes to the wrong vendor/supplier / contractor.

Therefore, all store officers of Deptts/Centres/Schools are advised to kindly check the supplier code on the 'C' or 'NC' forms, before sending for the payment to the Accounts Section.

Further, it is also advisable to give the instructions to suppliers / Vendors / Contractors to put rubber stamp on the bills containing supplier code and bank details etc. to avoid such type of errors in future.



DR (Accounts)

To: All Store Officers of Deptts/Centres/Schools

Copy to: All Faculty – for information