

STORE & PURCHASE

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

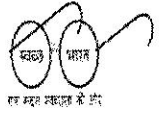
(Formerly Delhi Institute of Technology)

Azad Hind Fauj Marg, Sector-3, Dwarka,

New Delhi-110078.

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F.No. 181(62)/2016-17/S/P/NSIT/ 302

Dated: 23.10.2017

Office Order

Subject: Modifications/Changes in Requisition Form.

In order to streamline the purchase procedure in NSIT, some modifications/changes have been made in the Requisition Form in consultation with the competent authority. Therefore, it is requested that before indenting the requirement please fulfill all relevant columns as applicable by the user. A copy of the modified requisition form is attached herewith. The requisition form will also be available on the institute web site.

This issues with the approval of the competent authority.

(Astha Singh)
Assistant Registrar (S&P)

Copy to:

1. All HOD's/Deans
2. All Section Incharges
3. PRO Section (for uploading on Institute Website)
4. CIMS Division (for uploading on CIMS Portal)
5. A.R. to Director
6. P.S. to Registrar

(Astha Singh)
Assistant Registrar (S&P)
23/10/17