

कार्यालय / Office
वन सूचना विज्ञान प्रभाग
Forest Informatics Division
दौसं..... Diary No. 662
दिनांक..... Dated 03-08-18

पत्र संख्या/पत्र संख्या
लेखी अनुभाग
-1293
दिनांक 30-7-18

Dy. No. 343 /2018-19/Purchase
Purchase Section,
Forest Research Institute,
P. O. New Forest, Dehradun.

Dated the 26th July, 2018

To,

Group Coordinator (Research)
Forest Research Institute,
Dehra Dun



Dy. No. 1420
Dated 27-7-2018
Research Section

Sub: Regarding – To obtain “NOC” from Purchase section.

It is bring to your kind notice that all FRI, Division/Branch/Discipline had purchased their equipment/Items and services of AMC, CMC of their equipment through Purchase Section, they did not submitted their Bill payment copy and SF- 09 (Installation Report form) and GFR 40 & 41 inventory forms to the Purchase Section, due to this, all the purchase files of Purchase Section are incomplete, even supply/work order issued by the Purchase section, it is clearly mentioned in the backside of supply order please send the bills copy and SF- 09 or GFR 40 & 41 inventory forms to the Purchase Section.

In view of this, it is requested to kindly issue an order to all Division/Branch/Discipline of FRI to provide a bill payment copy & SF-09 or GFR 40 & 41 of item inventory form to purchase section and take “NOC” from Purchase Section before placing their bills to the Account Section for necessary payment. In future non of bills shall be passed without “NOC” of Purchase Section.

So that the purchase process runs smoothly & to keep their records in properly.

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Do, FRI
30-7-18

A/S-II

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21/8

Sh. Netra Pal

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Purchase Officer
Purchase Section, FRI

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1/18/18
FRI website

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1/18/18

PTO