



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Central Stores & Purchase Section

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No: S&P/2023-24/ 524

Dated: 10th Jan 2024

OFFICE MEMORANDUM

Subject: Regarding closing of accounts for the financial year 2023-24.

Reference: F&A Section Circular No. IITK/AA/FBC/2023-24/50 dated 05.01.2024.

With reference to Circular cited above all departments/sections/units are requested to please follow the below mentioned dates strictly with regard to procurement of goods and services:

1	Government e Marketplace (GeM)		
	a	For products/services available on GeM	
		(i) Comparing 3 OEM's (upto 5 lacs)	16 th Feb 24 (Fri)
		(ii) Placing bid	07 th Feb 24 (Wed)
	b	For products/services not available on GeM-placing custom bid	29 th Jan 24 (Mon)
2		Last date of placing tenders on CPP Portal after GeM Process	29 th Jan 24 (Mon)
3		Submission of pending Inspection reports in order to complete the pending files	11 th Mar 24 (Mon)
4		Submission of Physical Stock/Inventory Verification Report	08 th Apr 24 (Mon)

Since related purchase/work orders need to be issued on or before 28th Feb 2024 (For F.Y. 2023-24), all departments/sections/units are requested to kindly adhere to the above deadline dates strictly.

We look forward to the cooperation of all in ensuring accurate and timely closing of FY 2023-24 accounts.

(Dr. Braj Bhushan)
Dean, Administration

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