

**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**  
**Format for Release of Performance Security (PS)/SD/EMD etc.(DDs / FDRs / Bank Guarantees)**

NITR/FA/01

1. Name of the Goods purchased / Job awarded: \_\_\_\_\_
2. Purchase / Work Order No. & Date (Copy enclosed): \_\_\_\_\_
3. Name of the party / Vendor: \_\_\_\_\_
4. Amount of PS/SD/EMD: \_\_\_\_\_
5. Details of PS/SD/EMD (FDR/DD/BG etc): \_\_\_\_\_
6. Performance of the Equipment / Service / job undertaken after delivery / defect liability period: \_\_\_\_\_
7. Recommendation of the HOD/Section Head/PIC: \_\_\_\_\_

**Dealing Assistant**                      **Section Head** / **HOD**    **PIC (If applicable)**

8. Comments/Recommendation of office of S&P, if any: *Recommended*

**Sr. Supdt (S&P)** **AR(S&P)**

9. Details of the PS/SD/EMD deposited by the party (Verification by Finance & Accounts Office):

(i) FDR/BG No:..... (ii) Amount:..... (iii) FDR/BG date:.....

(iv) DD/ Amount deducted from Bill:.....(v) Name of the party:.....

(vi) Receipt No:..... (vii) Page/Serial No in Register:.....

*Verified and submitted as above (Copy enclosed).*                      *Recommended for release of the PS/SD/EMD*

**Supdt (F&A) / Sr. Supdt (F&A)** **DR(F&A)**

*(Recommended / Approved)*    *(Approved)*

**REGISTRAR**    **DIRECTOR**

To  
Registrar