

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

Supdt (S&P)

DR(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