

BIRBAL SAHNI INSTITUTE OF PALEOSCIENCES
53 , UNIVERSITY ROAD, LUCKNOW-226007

No. BSIP/Reg. Off. /2017/L-17

Date: 06.04.2017

OFFICE MEMEORAMDUM


It has been frequently observed that the bills/invoices of purchased items/commodities do not bear the brand names/ specifications. As a result the prices of the purchased items/ commodities sometimes seem abnormal in the context of quantity and quality.

Moreover, many invoices or bills are also being submitted without the name of the buyer making it hard to establish the genuineness of the bills. The submitted bills must be issued in favour of the claimant or at least in the name of Director, BSIP and must be paid or verified by the claimant.

All the staff members are requested to kindly **submit the bills /invoices with details, name of the buyer, date of purchase, product name, brand/model of items with basic specifications and rates.**

Cooperation is solicited from all staff members in order to ensure transparency and judicious use of funds in the Institute.

This has the approval of the Competent Authority


(Sanjay Kumar)
Registrar

Copy to ;

1. PS to Director – for his kind information
2. Incharge –SP/SA
3. All Section Officers
4. Account Officer, BSIP
5. In charge, Computer Cell- to email on everyone@bsip.res.in/scientist@bsipr.res.in/student@bsip.res.in
6. All Notice Boards