



Department of Chemistry

रसायनिकी विभाग

Indian Institute of Technology Guwahati

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

Guwahati – 781 039, Assam, India

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Office of the
Department of Chemistry

संदर्भ/Ref.:CHM/OM/2021/07

दिनांक/Date:24/09/2021

FAQs of Internal Issues of the Deptt. of Chemistry

For any query related to following issues please contact:-

- a) **Computers – In case of URGENCY please contact Mr. Subrata Nath (+91-8761805783) for HP Computers and Mr. Dipankar Boro (+91-9864226556) for HCL Computers.**
- b) **For printers Mr. Pranab Goswami (+91-8638956217) &**
- c) **for LAN related issues please mail to netadmin@iitg.ac.in**

In pursuance to the Covid Protocol to be followed by the Department, the following procedures need to be strictly adhered to with regards to the subject cited above.

Procedure for Settlement of S&P bills:-

Step 1: Documents Required –

- a) Original Purchase Order.
- b) Challan.
- c) Invoice – Indentor should sign on the backside of the invoice with date.

Step 2: Log Book Entry –

Procedure: Log Book has been kept on the table just in front of the Chemistry Office.

After properly filling the specified columns, **documents should be kept there itself.**

Step 3: As per Covid Protocol, all documents will be collected and processed by the respective person after the expiry of 24 hours.

Procedure for Settlement of R&D bills or any other office related documents:-

Except the S&P bills, all the official documents requiring HoD's signature should be kept in the **INCOMING DROP BOX** and the same procedure will be followed after the expiry of 24 hours.