

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DIRECTOR'S OFFICE

No. DIR/IITK-2011/55

Date: May 23, 2011

OFFICE ORDER

Based on the recommendations received from the Senate Library Committee (SLC) the following guidelines are suggested to purchase books by the faculty members directly.

- All the book purchase process will be operated under the supervision of the Head of Departments. HOD's are responsible to maintain the records of the book budget spent as not to exceed allocated budget. In this work, HODs will be assisted by Department Coordinator.
- The books can be procured by the individual faculty members in the department with the prior sanction of Department Coordinator (DC).
- The individual(s) / department(s) have to ensure that books are not already available in the Library.
- The books can be purchased from Flipkart (www.flipkart.com), Friends of Books (www.friendsofbooks.com), Infibeam (www.infibeam.com), Landmark (www.landmarkonthenet.com), Oxford Book Store (www.oxfordbookstore.com), or any other similar portal where free shipping is available. The faculty members on tour may also purchase and bring back books to Library.
- The DC will keep an account of the total amount spent by the faculty members through direct purchases and will update the library personnel every month so that the amount can be deducted from the book budget of the department.
- The DC will verify the original invoice, books and send to the Library for proper entry etc.
- The library will then send the bills/cash memos to the Accounts Section for reimbursement to the individual as the case may be. Every effort will be made to clear the bills as soon as possible.

R.K. Thareja
23/05/11
R.K. Thareja
Dy. Director

Copy to:

1. Director
2. All Heads of Department(s) / IAC Members - *with a request to kindly circulate among all faculty members*
3. Librarian
4. Registrar
5. Dy. Registrar (F&A)
6. Asst. Registrar (Audit)