



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

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Ref. No.: IIFE/S&P/UR/01

Date:10.08.2023

NOTIFICATION

Sub: Submission of Usage Report while indenting for procurement of Equipment – Reg;

1. This is to notify that while indenting for procurement of equipment costing between **Rs. 10 lakhs to Rs. 25 lakhs** and **above Rs. 25 Lakhs**, a Usage Report on such equipment, as per the prescribed format as enclosed herewith, enclosure is required to be submitted along with the indent form.
2. This is issued with the approval of the Competent Authority.

Registrar

REGISTRAR

**INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM**

Encl: As above;

To: All Faculty Members;

Copy to:

- (i) Director -for kind information;
- (ii) Dean (R&D);
- (iii) Office of the Registrar;
- (iv) File Copy;