



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2021-22/03

Date: 29 July 2021

NOTIFICATION

Subject: Procedure for issuance of invoice

As approved by the competent authority, it is hereby notified that the procedures as under will be followed during the issuance of invoice.

1. Invoice will be issued after receiving the invoice request form from the PI. (*R&D Form No 41*)
2. A proforma invoice will be issued first and it will be communicated to agency and PI. Final invoice will be issued, if the proforma invoice is acceptable and the invoice amount is received in R&D account.
3. In case if any kind of agreement is required in a project, proforma invoice will be issued only after the agreement is completely signed.

This issues with the approval of the competent authority.

Baikuntha Nath Sahu
Assistant Registrar (R&D)

Copy to:

1. Director – for kind information
2. Dean (R&D) / Associate Dean (R&D)
3. All Faculty Members
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