



Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Dated: _____

Form for Requesting Excise Duty / Custom Duty Exemption Certificate from Store Purchase Section

Request for Excise Duty Exemption Certificate

Custom Duty Exemption Certificate

1. Name of the Faculty /P.I. _____
2. Department Name _____
3. Intercom No. _____ Mobile No. _____
4. Name of the Manufacturer _____
5. Supply Order No. _____ Date of SO _____
6. Quotation No. _____ Date of Quotation _____
7. Brief Description of Item _____
8. Value of the Item on which Excise Duty / Custom Duty Exemption Certificate is sought _____
9. Following papers are attached:
 - Copy of Supply Order
 - Proforma Invoice
 - Quotation
 - Request letter

Based on above information kindly issue Excise Duty / Custom Duty Exemption Certificate.

Signature of Faculty / P.I. _____

Emp. Code _____

To,

Deputy Registrar (Stores)