BASIC APROVAL FOR PURCHASE OF EQUIPMENT/NON-CONSUMABLES/SOFTWARE

To be filled in by Purchase Section   Indent No.   Date

Indenter Name	
Email	
Section	
Type of indent: **(Proprietary/ Proprietary Usage/ Limited Tender/LPC/GeM)**	
Type of item: **(Imported/Indigenous/ Both)**	
Requirement: **(Fresh/Additional/Replacement)**	
Head of Account name	
Budget sanctioned	
Amount already spent/committed	
Amount available	

S. No.	Description of item with complete specifications (if required attach separate sheet)	Quantity	Unit Rate (INR)	Total (INR)

Provide justification for this item and its usage:

Did you purchase this item earlier? If yes, provide details.

Name of the Equipment	
Vendor Name	
Date of purchase	
Cost of the item	
Quantity Available	

CERTIFICATE

I.   Certified that specifications are complete and correct to meet the requirements.
II.   Item is be procured from GeM.
III.   Site is completely ready for installation.

Signature of the Indenter   **Head of Department**   **Dean (R & C)**

ACCOUNTS SECTION

Department	
Head of Account	
Funds available: Yes/No	
Balance of Funds available after booking this committed expenditure	

Assistant Registrar

Approved/Not Approved

DIRECTOR