

PURCHASE OF GOODS WITHOUT CALLING QUOTATIONS

(For purchase of goods up to the value of Rs 15,000/- for Non- R&D Items / Rs. 1,00,000/- for R&D Items)
(Strike out whichever is not applicable)

PAYMENT AGAINST BILL

(To be filled by Indentor/ PL)

1. **Certified** that funds are available under the project to make the proposed purchase.
2. **It is certified that** no previous advance is outstanding in my name. Further I undertake to submit the bill(s) along with other relevant annexure/format within in a month.

Signature of the Indentor
Name & Designation:

Sanctioned a sum of Rs. (Rs.
under **Project No :** **Budget Head:** **Cash Code:** P99102/ P99103
for the purchase/ repair of

Signature of Reporting Officer/ Supervisor
(As Applicable)

Signature of the Sanctioning Authority/Project Leader
Name & Designation:

PURCHASE OF GOODS WITHOUT CALLING QUOTATIONS*

(For purchase of goods up to the value of Rs 15,000/- for Non- R&D Items / Rs. 1,00,000/- for R&D Items)

(Strike out whichever is not applicable)

1. “I Shri/Ms./Dr., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.
2. “It is further certified that the required item is for specific use of the R&D and will be utilized for the project titled..... (Project No.)”.
- (Strike out whichever is not applicable)**
3. “It is also certified that the item(s) is/are not available in the Stores.”
4. The bill no dt. for Rs. is enclosed for making payment to the firm namely M/s towards the supply/repair of

Sanctioned a sum of Rs. _____ (Rs. _____)

Signature of Indenting Officer

Date:.....

Signature of Reporting Officer/ Supervisor[#]

(#As Applicable)

Date:.....

Signature of the Sanctioning Authority/ Project Leader

Date:

Name & Designation:

*To be submitted along with Payment Against bill to Purchase Section.