



PURCHASE PROPOSAL CUM SANCTION SHEET

(For Rate Contract/ Repeat Order/ Proprietary Items costing above Rs.15,000/-)

Date:.....

1. Name of the Faculty Member :
2. Employee Number :
3. Designation :
4. Department :
5. 3 Year Block : From..... To.....
6. Present Financial Year :
7. Item(s) as given below is/ are proposed to be purchased

Sl. No.	Item Description	Under PDA Rule	Justification	Qty.	Estimated Rate (In Rs.)	Estimated Amount (In Rs.)
(i)	Specification of the item to be purchased Enclose Detail technical specification and quantity as Annexure-A	Proper justification for proposed purchase of the required items (if needed, attach separately) Please attach PO copy if proposed to place Repeat Order			
Total Estimated Basic Value						
Less : Discount @ (if any):						
Sub total:						
Add: CST/ED/CD/VAT :						
Total :						
(Rupees _____ only)						

Checklist:

- | | | |
|------|---|--------|
| i. | For Rate Contracted Items, proof that the item is available under Rate Contract | Yes/No |
| ii. | Copy of the original P.O. on the basis of which Repeat Order is to be made | Yes/No |
| iii. | For Proprietary items, Proprietary certificates | Yes/No |

This is to certify that -

- i) Sufficient fund is available.
- ii) The above mentioned item(s) is / are permissible for purchase from the grant of PDA as per the revised PDA rules approved in the 78th meeting of the BOG and Institute Purchase Rules.
- iii) The above item(s) will only be used for professional development (academic, teaching and research) activities.

Hence, this may be approved and Purchase Order may be issued.

Signature of the Faculty Member

Signature of the HOD

(For official use of Faculty Affairs Section)

1. As per information obtained from the Finance and Accounts Section, Rs..... is available in PDA account of the concerned Faculty member and Rs..... as mentioned in the indent is recorded in the Faculty Affairs Section
2. It complies the revised PDA rules approved in the 78th meeting of the BOG.
3. Institute purchase procedure is followed.

Dealing Staff, Faculty Affairs Section

Assistant Registrar (Faculty Affairs)

The Purchase Proposal is approved and sanctioned/ not approved. The Proposal is forwarded to S&P for issuing Purchase Order.

Dean/ Associate Dean, Faculty Affairs

(For official use of Stores & Purchase Section)

Documents attached with the sanction sheet are found to be in order and Purchase Order as recommended by the Purchase Committee is prepared accordingly.

Dealing Staff, S & P

Assistant Registrar (S & P)