



**PURCHASE SANCTION**  
(For 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 <b>Annexure-A</b>	.....	Proper justification for proposed purchase of the required items (if needed, attach separately) Please attach PO copy if proposed to place Repeat Order			
<b>Total Estimated Basic Value</b>						
Less : Discount @ (if any):						
Sub total:						
Add: CST/ED/CD/VAT :						
Total :						
(Rupees _____ only)						

**Checklist:**

- |  |        |
|--|--------|
| i) Copy of FA section's mail mentioning the purchase proposal approval no. | Yes/No |
| ii) Filled in Annexure as available in FA section's website                | Yes/No |
| iii) Quotations duly signed by the members of the purchase committee       | Yes/No |

This is to certify that -

- i) Sufficient fund is available.
- ii) Prior approval from the Competent Authority has been taken for the above purchase vide Purchase Proposal Approval No.....
- iii) All necessary annexure related to purchase of the item are attached with this form.

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. The item in the Sanction sheet is matching with the proposed item.
- 2. All necessary documents are attached with the sanction sheet
- 3. It complies the revised PDA rules approved in the 78<sup>th</sup> meeting of the BOG.
- 4. Institute purchase procedure is followed.

**Dealing Staff, Faculty Affairs Section**

**Assistant Registrar (Faculty Affairs)**

The Purchase Sanction is approved and will be 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 Section**

**Assistant Registrar (S & P)**