

PURCHASE PROPOSAL
(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 Annexure-A	Proper justification for proposed purchase of the required items (if needed, attach separately)			
Total Estimated Amount						
(Rupees only)						

8. Proposed Purchase Committee (Mandatory for every purchase)

Sl. No.	Name	Designation	Department

Checklist:

- | | | |
|-----|----------------------------|---------|
| i) | Justification for purchase | Yes/ No |
| ii) | Specification of Items | 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 be used only for professional development (academic, teaching and research) activities.

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. Purchase Proposal No.:FA/PDA/...../...../...../.....
FY Dept. Code Emp. No. Sl. No.

Dealing Staff, Faculty Affairs Section

Assistant Registrar (Faculty Affairs)

The Purchase Proposal is approved/ not approved.

Dean/ Associate Dean, Faculty Affairs