



FORM NO. SP-4P

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STORES AND PURCHASE SECTION

Phone :

Date :

INDENT-CUM-SANCTION FOR UPS, UPS BATTERY, HP PRINTER CARTRIDGES, ETC., UNDER RC

(To be submitted to S&P Section)

Indentor :

Department/ Centre/ Section :

Email ID :

Account Head :

Designation :

Fund Code (New) :

(Old) :

Sl. No.	Description of item/s	Justification	Qty.	Rates (Rs.)	Amount (Rs.)
01		Required for.....			
02		Proposed to be purchased under our Annual Rate Contract with M/s. ??			
Total Basic Value					
Less: Discount (if any)					
Sub-Total					
Add: VAT (to be deducted at source) @?? %					
Grand Total FOR IIT Guwahati (Rounded off)					

(Rupees only)

(Indentor)

HoD/ HoC/ HoS**FOR USE BY STORES & PURCHASE SECTION**

Indent is verified and placed for approval.

S&P Section

HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

Rs. is available in the FC "....." of Dept of and Rs. is recorded in the Budget Register.

F&A Section

HOS (F&A)

Approved and SanctionedDean/ HoD/ HoC/ HoSDeputy DirectorDirector**Sanctioning/Approving Limit:**

Equipment
Consumable
Contingency (AMC)

HoD/ HoC
Upto Rs. 50 thousand
Upto Rs. 30 thousand
Upto Rs. 30 thousand

Deputy Director/ Dean
Upto Rs. 5 Lacs
Upto Rs. 1 Lacs
Upto Rs. 3 Lacs

Director
Beyond Rs. 5 Lacs
Beyond Rs. 1 Lacs
Beyond Rs. 3 Lacs