

Form No. SP - 9M

(Note for proposing local purchase)



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

.....(Name of Dept/Centre/section)

NOTE SHEET

File Ref.: IITG/

Date :

Sub.: Proposal for local purchase of

The following items..... are urgently required for ... Dept/Centre/section. The reason for proposing the local purchase bypassing the normal NIQ system is/are.....(emergent requirement due to.../the requirement could not be foreseen due to.../ any other reason..... The estimated cost of the said item is Rs.

It is proposed to purchase the same from local market through a Local Purchase Committee consisting of the following members:

- 1.
- 2.
- 3.

For taking immediate further necessary action in this regard it is proposed an advance amount of Rs.... (Rupees.....) may be given to Dr/Mr/Ms....., who will be responsible to settle the amount (in case advance is required).

The proposal as above is put up for kind consideration and approval

Indenter

Recommended

HOD/HOC/HOS

Fund is available and noted

HOS (F&A)

Verified and found OK

HOS (S&P)

Approved and sanctioned

Deputy Director

HOS (F&A) for further necessary action