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:**

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

This is to certify that -

1. Sufficient fund is available.
2. 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.
3. 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**

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| --- |
| ***(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 |
| 1. It complies the revised PDA rules approved in the 78th meeting of the BOG. 2. 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)** | |