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| **Form No. SP - 9M** |

**(Note for proposing local purchase)**

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| logo_small_word | title  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