



BASIC APPROVAL FOR PURCHASE OF CONSUMABLES

To be filled in by Purchase Section

Indent No.

Date

Indenter Name	
Email	
Section/Department	
Type of indent: (Proprietary/ Proprietary Usage/ Limited Tender/LPC/GeM)	
Type of item: (Imported/Indigenous/ Both)	
Requirement: (Fresh/Additional/Replacement)	
Head of Account name	
Budget sanctioned	
Amount already spent/committed	
Amount available	

S. No.	Description of item with complete specifications (if required attach separate sheet)	Quantity	Unit Rate (INR)	Total (INR)

Provide justification for this item and its usage:

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Please provide details of last supply/purchase.

Date of last supply/purchase	
Quantity received	
Cost of the item	
Quantity Available	

CERTIFICATE

- I. Certified that specifications are complete and correct to meet the requirements fully
- II. Item is be procured from GeM.
- III. Further it is certified that the consumables are not available in the department/additional quantities required for laboratory purposes.

Signature of the Indenter

Head of Department

Dean (R & C)

ACCOUNTS SECTION

Department	
Head of Account	
Funds available: Yes/No	
Balance of Funds available after booking this committed expenditure	

Assistant Registrar

Approved/Not Approved

DIRECTOR