



INDENT cum PURCHASE REQUISITION FORM

IPR No. _____

Date: _____

Department / Centre / Section	Indenter's Name	Designation

Item Name	Item Type- (Consumable/ Non- consumable)	Brief Description of item to be procured along with justification (Enclose separate sheet, if required)	Number/ quantity of item required	Approximate Cost per unit (in Rs.)	Total tentative Cost of the item (in Rs.)

Chargeable Head	
Proposed Mode of Procurement	(GeM , Direct Purchase/ Purchase Committee/ Rate Contract/Open Tender/Limited Tender/ Proprietary basis)

Description of previous purchase of the above Item(if any):

Number of same Items available and in working condition	
Number of same Items available and in Non- working condition	

Signature of Indenter

*The purchase cases costing above Rs25000 (for general procurement) to be deliberated in DPC
(Minutes of DPC to be enclosed)*

Recommended and forwarded by:

HOD / HOC / HOS
(for general procurement)

Dean (R&C)
[for sponsored Research Project cases only]

Availability of Fund

Sanctioned grant under chargeable head	Expenditure till date	Balance available	Funds Available / Not Available

Dealing Assistant

Superintendent

AR (A&F)/ CW (H) / F.I (T&P)

(For purchase cases through Hostel Establishment Fund or Training & Placement Fund, Chief Warden(Hostels)/ Faculty Incharge (T&P) is required to submit the availability of fund as per the case)

Recommendation of IPC/PPC

The purchase cases costing above Rs 5 Lakh to be deliberated in IPC.

(Minutes of IPC/ PPC to be enclosed)

Recommended and forwarded by:

Chairperson IPC / PPC

Administrative Approval

The purchase case for procurement of _____ at an estimated cost of Rs _____ through mode of procurement as _____ is recommended and is submitted for seeking administrative approval by competent authority.

AR (P&W)

FI (Purchase)

Registrar

(Approved / Not Approved)

Director

Subsequent to the administrative approval by Competent Authority the purchase case is forwarded to Store & Purchase Section/ Purchase Committee (PC) for further execution in accordance with GFR-2017.

FI(P) / Chairperson- PC/ P.I

The purchase case for procurement of has been executed by Store & Purchase Section and hence forwarded to Audit Section for pre-audit.

Dealing Assistant

Superintendent (S&PS)

AR (P&W) / Chairperson-PC

Pre-Audit

The complete purchase case for procurement of costing Rs..... has been pre-audited and is found to be in order and is submitted for further processing by Store & Purchase Section.

Dealing Assistant

Superintendent/ Sr. Superintendent (Audit)

Section In-charge (Audit)

Financial Sanction

The purchase case for procurement of _____ is in order and is recommended for seeking financial sanction of Rs _____, (in words, Rs _____) by the Competent Authority for purchasing the item / placing the supply order in favour of M/s

This expenditure shall be chargeable to the Budget Head _____

AR (P&W)

FI(Purchase)

Registrar

Sanctioned

Director