

PURCHASE PROPOSAL REQUEST FORM FOR ITEMS COSTING ABOVE RS. 25,000.00 FROM GRANT OF RESPECTIVE CENTER/PROJECT/INSTITUTE

Indenter's Name and Designation (Regular Staff) : .....

Purchase order Type :Normal/Rate Contract/Repeat Order, etc. : .....

Details of sanction letter (if applicable) : .....

Budget Details for booking expenditure :-

(a) Name of Project/ Budget Head .....

(b) Sub Budget Head (if applicable) .....

S. No.	Complete Description with Specification of Items/Material (Separate sheet may be attached if required)*	Qty.	Unit Price (Approx.)	Total Amt. (Approx.)	Types of Items/Material (Consumable or Non-consumable)	Purpose and full justification
1.						

\* List of possible suppliers to be attached.

Signature of Indenter  
with date

Recommendation PI/Reporting Officer	
Signature and recommendation of Centre Head	
Consent of Competent Authority for submitting the proposal to purchase committee if the procurement of items is from Institute grant.	
Approved recommendations of purchase committee	