1. Name of Project Investigator :
2. Project Code :
3. Details of Item(s) to be procured :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Detailed Generic specification(s) | Qty. To Procure | Estimated Unit cost (Rs.) | Total estimated cost of procurement(Rs.) | Indigenous/ Imported item(s |
|  |  |  |  |  |  |

1. Justification for Proposed Procurement:

|  |
| --- |
|  |

1. Mode of Purchase (as per GFR 2017) :
2. If available in GeM (Purchase through GeM Portal)
3. Fund booked under ERP upto the value of Rs.25000 : (Yes/ No)

(The copy of fund booking shall be attached and to be sent to SRIC office)

Signature of Purchaser

7.

|  |
| --- |
| Approved/Not approved/ Recommended(PI is authorized to approve the expenditure upto the value of Rs. 25000/-) Administrative approval for the stated procurement proposal is accorded.  Signature Date: Name & Designation of PI: |

1. For procurement value more than Rs. 25000/-, the proposal shall be sent to the SRIC Office after endorsement from HoD/ HoS/HoC.

|  |
| --- |
| Recommended for the stated ProcurementDate: Signature of HoD/HoC/HoS |

|  |  |  |
| --- | --- | --- |
| **SRIC Office (Purchase Section)** | **Purchase order to be placed on** | **M/s** |

1. Current Balance in the Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Total Value of Proposal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Available Fund balance after Fund

Booking for the respective Purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fund booking ID under ERP for the

value of goods more than Rs.25000/-: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation of Assistant Registrar (SRIC) and Joint Registrar (SRIC)

Administrative approval may be accorded for the stated proposal

Project Officer Assistant Registrar (SRIC)

Date Joint Registrar (SRIC)

Approved/Not approved in case proposal is upto Rs. 10 Lakhs

Administrative approval is accorded

Date: Dean (SRIC)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendation of Dean (SRIC) in case estimated cost of the proposal is more than Rs. 10 Lakhs**

Administrative approval may be accorded for the stated proposal

Date: Dean (SRIC)

Approved/Not approved

Administrative approval is accorded/ not accorded.

Date: Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_