

NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR**Application Form for Purchase of Various Items under CPDA******SECTION A:-**

Name of the Applicant:
 Designation:
 e-mail ID:

Department:
 Mobile No:

1. Consumable items to be procured with estimated price, specifications & purpose:

Sl no	Item	Brief Specification	Nos.	Estimated Price (Rs.)	Purpose
Total estimated price (Rs.)					

2. Non- Consumable items to be procured with estimated price, specifications & purpose:

Sl no	Item	Brief Specification	Nos.	Estimated Price (Rs.)	Purpose
Total estimated price (Rs.)					

If any of the above Non-Consumable items procured earlier, provide the following:

Sl no	Item	Nos.	Date of purchase	Present status	Returned ^a	Owned by paying book value ^b

^a if yes, attach the duly filled up the following format:

Sl no	Item	Brief Specification	Received by		
			Deptt. / Section	Name & Designation	Signature

^b if yes, attach the duly filled up the following format:

Sl no	Item	Brief Specification	Amount paid (in Rs.)	Receipt details

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3. Membership Fee of Professional bodies:

Sl No.	Name of the Professional body	Membership Fee (Rs.)
TOTAL (Rs.)		

Total Fund Sought: _____

Declaration by the Applicant

1. Total expenditure approved till date in PDA in the present Block is _____ & the balance fund available is _____.
2. The application satisfies all approved norms of PDA.
3. I shall purchase the items as per Institute Purchase Rules.

Date:

Signature of the Applicant

Forwarded by:

Signature of the Head of the Department

****SECTION B:-****FINANCIAL CONCURRENCE** (obtained by the claimant):

Budget Under Head	Expenditure till date	Balance available (Current F Y 201)	Remarks

Unspent balance verified as per books Accounts

Dy. Registrar A/Cs

Approved / Not approved

Dean (FW) / Director

Note: 1. It is mandatory to submit this (approved/ sanctioned) administrative filled in format at the time of reimbursement.
2. It is essential to filled up the points in all respect before obtaining financial concurrence under SECTION A & B **.