

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
REQUISITION FORM No:1

(NOTE: GFR-154 Purchase of goods without calling for the quotations up to the value of ₹25,000/-)

Department/Section:

Name of the Indentor:

Date:

Name of the Lab. /Unit:

Deptt: Ref.No.

Grant from which expenditure is to be booked:

To,
The Director

Sir,
The following items are required for:

| Sl. No. | Description | Specifications | Quantity | | Estimated Cost in ₹ |
|-------------------|-------------|----------------|------------------|----------|---------------------|
| | | | Balance in stock | Required | |
| | | | | | |
| Total Cost | | | | | |

Justification:

Indentor

Section Head/HoD

Supdt/AR (Stores)

Supdt/AR (Accounts)

Assistant Registrar (Admn)

Dean/Asso. Dean (P&D)

Recommended / Not Recommended

Approved / Not Approved

REGISTRAR

DIRECTOR

Supdt/AR (Stores) for further necessary action.

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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
REQUISITION FORM No.: 2

(NOTE: GFR-155 Purchase of goods by Local Purchase Committee consisting of three members decided by the Director or other Competent Authorities to whom powers are delegated, above ₹25,000/- but not exceeding ₹2,50,000/-)

Department/Section:

Name of the Indentor:

Date:

Name of the Lab. /Unit:

Deptt: Ref.No.

Grant from which expenditure is to be booked:

To,
The Director

Sir,
The following items are required for:

| Sl. No. | Description | Specifications | Quantity | | Estimated Cost in ₹ |
|-------------------|-------------|----------------|------------------|----------|---------------------|
| | | | Balance in stock | Required | |
| | | | | | |
| | | | | | |
| Total Cost | | | | | |

Justification:

Indenter

Section Head/HoD

Supdt/AR (Stores)

Supdt/AR (Accounts)

Assistant Registrar (Admn)

Dean/Asso. Dean (P&D)

The following committee has been proposed for the purchase of above items by Section Head/HoD:

- 1.
- 2.
- 3.

Recommended / Not Recommended

Approved / Not Approved

REGISTRAR

DIRECTOR

Supdt/AR (Stores) for further necessary action.

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
REQUISITION FORM No.: 3

(NOTE: GFR-162 Purchase of goods by sending enquiries to the registered vendors and others as decided by Director/Competent Authorities to whom power is delegated, above ₹2,50,000/- but not exceeding ₹25,00,000/-)

Department/Section:

Name of the Indentor:

Date:

Name of the Lab. /Unit:

Deptt: Ref.No.

Grant from which expenditure is to be booked:

To,
The Director
Sir,

The following items are required for:

| Sl. No. | Description | Specifications | Quantity | | Estimated Cost in ₹ |
|-------------------|-------------|----------------|------------------|----------|---------------------|
| | | | Balance in stock | Required | |
| | | | | | |
| Total Cost | | | | | |

Justification: -

Indenter

Section Head/HoD

Supdt/AR (Stores)

Supdt/AR (Accounts)

Assistant Registrar (Admn)

Dean/Asso. Dean (P&D)

Recommended / Not Recommended

Approved/Not Approved

REGISTRAR

DIRECTOR

Supdt/AR (Store) for further necessary action.

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
REQUISITION FORM No.: 4

(NOTE: GFR-156 (1) to place purchase order directly under DGS&D Rate Contract)

Department/Section:
Name of the Indentor:
Name of the Lab./Unit:

Date:
Deptt: Ref.No.

To,
The Director

Sir,
Permission may be granted to place the purchase order for the following item/items available under
DGS&D Rate Contract Number:
Dated

Grant from which expenditure is to be met:

Classification:

| Name and complete address of the Firm (Rate Contract Holder) | Particulars | Specification | Item No. of Rate Contract | Qty. | Rate (Per Unit) | Total Value |
|---|-------------|---------------|------------------------------|------|--------------------|-------------|
| | | | | | | |
| Total | | | | | | |
| Add: Sales Tax @ 14% | | | | | | |
| Total | | | | | | |
| DGS&D Departmental Charges @ (0.25% + 14.50%) | | | | | | |
| Rounded Off | | | | | | |
| Total Value of Purchase Order: | | | | | | |

Justification: -

Indenter

Section Head/HoD

Supdt/AR (Stores)

Supdt/AR (Accounts)

Assistant Registrar (Admn)

Dean/Asso. Dean (P&D)

Recommended / Not Recommended

Approved / Not Approved

REGISTRAR

DIRECTOR

Supdt/AR (Stores) for further necessary action.