

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:

Name of the Lab. /Unit:

Date:

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	
<b>Total Cost</b>					

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.

# राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड

## 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 ₹
<b>Total Cost</b>				

Justification:

Indenter

Section Head/HoD

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

- 1.
- 2.
- 3.

अभ्यासाध्यरयेतः विद्या

Supdt/AR (Stores)

Supdt/AR (Accounts)

Assistant Registrar (Admin)

Recommended / Not Recommended

Approved / Not Approved

Dean/Asso. Dean (P&D)

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	
<b>Total Cost</b>					

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:

Date:

Name of the Lab./Unit:

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.