lanHkZ la[;k @Ref.No. %\_\_\_\_\_\_\_\_ **vuqjks/k izi= la[;k&1/REQUISITION FORM No.-1** fnukad /Date:\_\_\_\_\_\_\_\_\_\_

**xSj&miHkksT; ¼tse }kjk½/ NON-CONSUMABLES (With GeM)**

¼tse iksVZy ds ek/;e ls `25,000/- rd ds lkeku dh lh/kh vkWuykbu [kjhn gsrq izi=A½ /

(FORM FOR THE DIRECT ONLINE PURCHASE OF GOODS THROUGH GEM PORTAL UPTO `25,000/-.)

ekaxdrkZ dk uke/ Name of the Indentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ekaxi= dh frfFk /Indenting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

foHkkx@vuqHkkx /Department/Section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ctV en /Budget Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

l{ke izkf/kdkjh ls lkekU; foRrh; fu;ekoyh 2017 ds fu;e 149¼i½ ds rgr fuEufyf[kr oLrqvksa dh ¼tse }kjk lh/kh vkWuykbu½ [kjhn ds fy, vuqjks/k fd;k tkrk gSA /The Competent authority is hereby requested to grant permission for the purchase of following items under Rule 149(i) **(Direct Online Purchase through GeM)** of General Financial Rules, 2017 :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ø-la-/****S.No.** | **lkexzh dk fooj.k/****Description of Goods**  | **fofunsZ’k /****Specifications** | **Quantity/ ek=k** | **leku oLrq dh fiNyh [kjhn dk fooj.k ¼rkfj[k] ek=k vkSj jkf’k½****/Details of last purchase of similar item (date, quantity & amount)**  | **vuqekfur ykxr** #i;sesa ¼**lHkh djksa HkkM+k] Je lfgr½****/Estimated Cost in `(Including all Taxes, Freight, Labour etc.)**  |
| 'ks"k LVkWd**/** **Balance in Stock**  | **vko’;d / Required**  |
|  |  |  |  |  |  |  |
| **dqy ykxr****Total Cost/**  | 'kCnksa esa /In words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

\*/ vkSfpR;/Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(**\***;fn vko’;d gks rk]s foLr`r vkSfpR; bl izi= ds ihNs dh vksj fn;k tkuk gS½@(\* *Detailed justification is to be given on back side of this form, if required*) /

***uksV%*** *izR;sd volj ij dsoy* 25,000/- *#i;s ¼iPphl gtkj½ rd ds ewY; ds lkeku dh [kjhn dsoy Tkh,Qvkj&149 ¼i½ ds vuqlkj vko’;d xq.kork] fofunsZ’k vkSj forj.k vof/k dks iwjk djus okys tse ij miyC/k foØsrkvksa esa ls fdlh ds ek/;e ls [kjhnk tk ldrk gSA ekaxdrkZ }kjk tse iksVZy ds ek/;e ls [kjhn ds fy;s enksa dh foLr`r fof’k"Vrkvksa dks rS;kj fd;k tk;sxk vkSj njksa dks lqfuf’pr djsaxs /* ***NOTE:*** *Purchase of goods upto the value of Rs.25,000 (Rupees Twenty Five Thousand) only on each occasion may be purchased through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period as per GFR-149(i). The Indenter shall prepare the detailed specifications of the items proposed for procurement through GeM portal and shall ascertain the reasonability of rates.*

|  |  |  |  |
| --- | --- | --- | --- |
| ekaxdrkZ /Indenter | vuqHkkx izeq[k@foHkkxk/;{kSection Head/HoD/  | v/kh{kd ¼ys[kk½Supdt. (Accounts)/  | mi@lg0 dqylfpo ¼ys[kk½D.R./A.R(Accounts)/ |
|  |  |  | **vuqeksfnr@vuqeksfnr ugh /****Approved/Not Approved** Section Head/HoD/ vuqHkkx izeq[k@foHkkxk/;{k |
|  |  |  |
|  |  |  |
|  v/kh{kd ¼HkaMkj½ |  |  |
| Supdt. (Stores)/ | mi@lg0 dqylfpo ¼HkaMkj½D.R./A.R.(Stores)/  | FIP/ ,QvkbZih |

dks@To,

ekaxdrkZ /Indenter/ – *vkxs dh vko’;d dk;Zokgh ds fy;s /for further necessary action.*

**uksV% ekaxdrkZ vkSj Øsrk tse iksVZy ds ek/;e ls [kjhnh tk jgh dherksa dk rdZlaxr vkSj ekax ds vuq#i fofunsZ’k lqfuf’pr djsaxsA@**

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification of item(s) procured as per requisition.**

uksV% mijksDr lfefr esa dksbZ Hkh ifjoZru vuqHkkx izeq[k@foHkkxk/;{k }kjk izLrkfor fd;k tk;sxk vkSj dk;kZy; vkns’k lgk;d dqylfpo ¼HkaMkj½ }kjk tkjh fd;k tk;sxkA lfefr fujh{k.k fjiksVZ vuqHkkx izeq[k@foHkkxk/;{k dks tek djsxh@NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Assistant Registrar (Store). The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD/

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section Head/HoD/** vuqHkkx izeq[k@foHkkxk/;{k

lanHkZ la[;k @Ref.No. %\_\_\_\_\_\_\_\_ **vuqjks/k izi= la[;k &2/REQUISITION FORM No.-2** fnukad /Date:\_\_\_\_\_\_\_\_\_\_

**xSj&miHkksT; ¼tse }kjk½/ NON-CONSUMABLES (With GeM)**

**उपलब्ध विक्रेताओं में सबसे कम कीमत वाले विक्रेताओं से ऑनलाइन बोली/रिवर्स नीलामी के माध्यम से 25]000@&- से अधिक और 5]00]000@&- तक के सामान की ऑनलाइन खरीद के लिए प्रपत्र** A Qkby lacaf/kr izeq[k@Mhu@dqylfpo }kjk mudh foRrh; 'kfDr;ksa ds vuqlkj vuqeksfnr fd;k tk;sxkA /(FORM FOR THE ONLINE PURCHASE OF GOODS ABOVE `25,000/- AND UPTO `5,00,000/- THROUGH THE GEM SELLER HAVING LOWEST PRICE AMONGST THE AVAILABLE SELLERS OR ONLINE BIDDING/REVERSE AUCTION). ***THE FILE WILL BE APPROVED BY THE CONCERNED HEAD/DEAN/REGISTRAR AS PER THEIR FINANCIAL POWERS.***

ekaxdrkZ dk uke/ Name of the Indentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ekaxi= dh frfFk /Indenting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

foHkkx@vuqHkkx /Department/Section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ctV en /Budget Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

l{ke izkf/kdkjh ls lkekU; foRrh; fu;ekoyh 2017 ds fu;e 149¼ii½ ds rgr fuEufyf[kr oLrqvksa dks tse }kjk 5]00]000@& #i;s rd dh vkWuykbu [kjhn ds fy, vuqjks/k fd;k tkrk gS /The competent authority is hereby requested to grant permission for the purchase of following items under Rule 149(ii) **(Online Purchase through GeM upto `5,00,000/-)** of General Financial Rules, 2017:

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| --- | --- | --- | --- | --- | --- |
| **Ø-la-/****S.No.** | **lkexzh dk fooj.k/****Description of Goods**  | **fofunsZ’k /****Specifications** | **Quantity/ ek=k** | **leku oLrq dh fiNyh [kjhn dk fooj.k ¼rkfj[k] ek=k vkSj jkf’k½****/Details of last purchase of similar item (date, quantity & amount)**  | **vuqekfur ykxr** #i;sesa ¼**lHkh djksa HkkM+k] Je lfgr½****/Estimated Cost in `(Including all Taxes, Freight, Labour etc.)**  |
| 'ks"k LVkWd**/** **Balance in Stock**  | **vko’;d / Required**  |
|  |  |  |  |  |  |  |
| **dqy ykxr****Total Cost/**  | 'kCnksa esa /In words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

\*/ vkSfpR;/Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(**\***;fn vko’;d gks rks foLr`r vkSfpR; bl izi= ds ihNs dh vksj fn;k tkuk gS½@(\* *Detailed justification is to be given on back side of this form, if required*) /

***uksV%***GFR-149(ii) के अनुसार GeM पर उपलब्ध विक्रेताओं के बीच सबसे कम कीमत वाले विक्रेताओं से ऑनलाइन बोली/रिवर्स नीलामी के माध्यम से केवल 5,00,000 (पांच लाख रुपये) मूल्य तक के सामान की खरीद। GeM पोर्टल के माध्यम से खरीद के लिए, मांगकर्ता द्वारा प्रस्तावित वस्तुओं की विस्तृत विशिष्टताएँ तैयार की जाएँगी / ***NOTE:*** *Purchase of goods upto the value of ` 5,00,000 (Rupees Five Lakhs) only through the GeM seller having lowest price amongst the available sellers or online bidding/reverse auction as per GFR-149(ii). The Indenter shall prepare the detailed specifications of items proposed for procurement through GeM portal.*

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| ekaxdrkZ /Indenter | foHkkx [kjhn leUo;d/Department Purchase Coordinator |

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| vuqHkkx izeq[k@foHkkxk/;{k/Section Head/HoD  | v/kh{kd ¼ys[kk½/Supdt. (Accounts)  | mi@lg0 dqylfpo ¼ys[kk½/D.R./A.R(Accounts)  |  v/kh{kd ¼HkaMkj½Supdt. (Stores)/ | mi@lg0 dqylfpo ¼HkaMkj½D.R./A.R.(Stores)/  |
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| ,QvkbZih /FIP  | foHkkxk/;{k @HoD | Mhu/Dean ( ) | dqylfpo @ Registrar | funs'kd/Director |

dks@To,

ekaxdrkZ /Indenter/ – *vkxs dh vko’;d dk;Zokgh ds fy;s /for further necessary action.*

**uksV% ekaxdrkZ vkSj Øsrk tse iksVZy ds ek/;e ls [kjhnh tk jgh dherksa dk rdZlaxr vkSj ekax ds vuqlkj fofunsZ’k lqfuf’pr djsaxsA@**

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification**

**of item(s) procured as per requisition./**

uksV% mijksDr lfefr esa dksbZ Hkh ifjoZru vuqHkkx izeq[k@foHkkxk/;{k }kjk izLrkfor fd;k tk;sxk vkSj dk;kZy; vkns’k lgk;d dqylfpo HkaMkj }kjk tkjh fd;k tk;sxkA lfefr fujh{k.k fjiksVZ vuqHkkx izeq[k@foHkkxk/;{k dks tek djsxh@NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Assistant Registrar (Store). The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD/

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section Head/HoD/** vuqHkkx izeq[k@foHkkxk/;{k

dks/To,

midqylfpo@lg0 dqylfpo ¼HkaMkj½@vuqHkkx izeq[k@foHkkxk/;{k &vkxs dh vko’;d dk;Zokgh ds fy;s] ¼tSlk ykxw gks½@The Deputy/Assistant Registrar (Stores) Section Head/HoD – *for further necessary action, (as applicable).*

lanHkZ la[;k @Ref.No. %\_\_\_\_\_\_\_\_ **vuqjks/k izi= la[;k&3/REQUISITION FORM No.-3** fnukad /Date:\_\_\_\_\_\_\_\_\_\_

**xSj&miHkksT;a ¼tse }kjk½/ NON-CONSUMABLES (With GeM)**

**अनिवार्य रूप से ऑनलाइन बोली या रिवर्स नीलामी द्वारा बोलियां प्राप्त करने के बाद आवश्यक गुणवत्ता, विशिष्टता और डिलीवरी अवधि को पूरा करने वाले सबसे कम कीमत वाले जेम सप्लायर के माध्यम से 5,00,000/- से ऊपर के सामान की ऑनलाइन खरीद के लिए प्रपत्र**A@ (FORM FOR THE ONLINE PURCHASE OF GOODS ABOVE `5,00,000/- THROUGH THE GEM SUPPLIER HAVING LOWEST PRICE MEETING THE REQUISITE QUALITY, SPECIFICATION AND DELIVERY PERIOD AFTER MANDATORILY OBTAINING BIDS, USING ONLINE BIDDING OR REVERSE AUCTION).

ekaxdrkZ dk uke/ Name of the Indentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ekaxi= dh frfFk /Indenting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

foHkkx@vuqHkkx /Department/Section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ctV en /Budget Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

सक्षम प्राधिकारी से सामान्य वित्तीय नियमावली& 2017 के नियम 149(iii) जेम द्वारा 5]00]000@& से अधिक की ऑनलाइन खरीद) के तहत निम्नलिखित वस्तुओं की खरीद के लिए अनुमति देने का अनुरोध किया जाता है। /The competent authority is hereby requested to grant permission for the purchase of following items under Rule 149(iii) **(Online Purchase through GeM above `5,00,000/-)** of General Financial Rules, 2017:

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| **Ø-la-/****S.No.** | **lkexzh dk fooj.k/****Description of Goods**  | **fofunsZ’k /****Specifications** | **Quantity/ ek=k** | **leku oLrq dh fiNyh [kjhn dk fooj.k ¼rkfj[k] ek=k vkSj jkf’k½****/Details of last purchase of similar item (date, quantity & amount)**  | **vuqekfur ykxr** #i;sesa ¼**lHkh djksa HkkM+k] Je lfgr½****/Estimated Cost in `(Including all Taxes, Freight, Labour etc.)**  |
| 'ks"k LVkWd**/** **Balance in Stock**  | **vko’;d / Required**  |
|  |  |  |  |  |  |  |
| **dqy ykxr****Total Cost/**  | 'kCnksa esa /In words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

\*/ vkSfpR;/Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(**\***;fn vko’;d gks rks foLr`r vkSfpR; bl izi= ds ihNs dh vksj fn;k tkuk gS½@(\* *Detailed justification is to be given on back side of this form, if required*) /

uksV% **जीएफआर-149 (iii***)* **के अनुसार ऑनलाइन बोली या रिवर्स नीलामी का उपयोग करके अनिवार्य रूप से बोलियां प्राप्त करने के पश्चात अपेक्षित गुणवत्ता, विनिर्देश और वितरण अवधि को पूरा करने वाले तथा न्यूनतम मूल्य वाले जेम आपूर्तिकर्ता के माध्यम से 5,00,000/- (पांच लाख रुपये) से अधिक मूल्य के सामान की खरीद। ). मांगकर्ता द्वारा GeM पोर्टल के माध्यम से खरीद के लिए प्रस्तावित वस्तुओं की विस्तृत विशिष्टताएँ तैयार की जाएँगी।**@***NOTE:*** *Purchase of goods above the value of `5,00,000/- (Rupees Five Lakhs) through the GeM supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction as per GFR-149(iii). The Indenter shall prepare the detailed specifications of items proposed for procurement through GeM portal.*

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| ekaxdrkZ /Indenter | foHkkx [kjhn leUo;d/Department Purchase Coordinator |

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| vuqHkkx izeq[k@foHkkxk/;{k/Section Head/HoD  | v/kh{kd ¼ys[kk½/Supdt. (Accounts)  | mi@lg0 dqylfpo ¼ys[kk½/D.R./A.R(Accounts)  |  v/kh{kd ¼HkaMkj½Supdt. (Stores)/ | mi@lg0 dqylfpo ¼HkaMkj½D.R./A.R.(Stores)/  |
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| ,QvkbZih /FIP  | foHkkxk/;{k @HoD | Mhu/Dean ( ) | dqylfpo @ Registrar | funs'kd/Director |

dks@To,

ekaxdrkZ /Indenter/ – *vkxs dh vko’;d dk;Zokgh ds fy;s /for further necessary action.*

**uksV% ekaxdrkZ vkSj Øsrk tse iksVZy ds ek/;e ls [kjhnh tk jgh dherksa dk rdZlaxr vkSj ekax ds vuqlkj fofunsZ’k lqfuf’pr djsaxsA@**

**NOTE: Indenter and Buyer will ascertain the reasonability of rates being procured through GeM portal and specification of item(s) procured as per requisition.**

uksV% mijksDr lfefr esa dksbZ Hkh ifjoZru vuqHkkx izeq[k@foHkkxk/;{k }kjk izLrkfor fd;k tk;sxk vkSj dk;kZy; vkns’k mi@lgk;d dqylfpo ¼HkaMkj½ }kjk tkjh fd;k tk;sxkA lfefr fujh{k.k fjiksVZ vuqHkkx izeq[k@foHkkxk/;{k dks tek djsxh@ NOTE: The Section Head/HoD will propose a Committee for Inspection of received item(s)/goods and Office Order shall be issued by the Deputy/Assistant Registrar (Stores). The committee will ascertain the specifications of the received items with the GeM contract and accordingly, Committee will submit the Inspection report to the Section Head/HoD:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section Head/HoD/** vuqHkkx izeq[k@foHkkxk/;{k

dks/To,

midqylfpo@lg0 dqylfpo ¼HkaMkj½ &vkxs dh vko’;d dk;Zokgh ds fy;s] ¼tSlk ykxw gks½@The Deputy/Assistant Registrar (Stores) – *for further necessary action, (as applicable).*