****

**okfM;k fgeky; HkwfoKku laLFkku]**

**33] tujy egknso flag jksM] nsgjknwuA**

**WADIA INSTITUTE OF HIMALAYAN GEOLOGY, DEHRA DUN**

**PURCHASE INDENT**

ekax i= la[;k ……………............................... Indent No. : ----------------------

 fnukad@Date: \_\_\_\_\_\_\_\_\_\_\_\_

lewg@vuqHkkx@ifj;kstuk

Group / Section / Project: … ……………………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| dze la0 **Sr. No.** | fofuns’kksa lfgr ekaxh xbZ oLrqvksa dk foLr`r fooj.k**Detailed description of indented items with specifications and certificate duly signed by the Indentor and Group Head. In case Part Nos./Catalogue Nos. are also there, please specify (please duly signed specification enclosed as an Annexure, in case space is not sufficient)** | ekaxh xbZ ek=k **Quantity indented** | vuqekfur ewY; **Estimated Cost** |
|  |  |  |  |

1. ftl mnns’; ds fy, ekaxh xbZ oLrq@oLrqvksa dh vko’;drk gSAA %

 Purpose for which the indented items are required

2- D;k bl lkexzh dh izk;ksftr ifj;kstuk ds fy,

 vko’;drk gS] ;fn gk¡ rks d`I;k fooj.k nsAA

 Is the material required for sponsored Project. If yes, %

 please provide the details.

3- lnL; lfpo] ‘kks/k lykgdkj lfefr dk i`”Bkad] ;fn vko’;drk gSA %

 Endorsement from Member Secretary, RAC, if required :

4- D;k bl O;; ds fy, ctV vuqeksfnr gS

 ¼foRr ,oa ys[kk foHkkx ds izeq[k }kjk miyC/k ctVh; izko/kku dk izek.ki=%

 Is the budget for the proposed expenditure approved :

 Certificate from Finance about budgetary provisions

 availability of funds by Head of Accounts

5- D;k ;g ekaxh xbZ oLrq lkaifrd izfd`fr dh gSA ;fn gka rks d`I;k lkaifrd oLrq izek.k i= layXu djsAA :

 Is the indented item of proprietary nature ? If yes, please enclose proprietary article certificate :

6- iwfrZ ds fy, laLrqfr lzksr] ;fn dksbZ gks rks% fiNys Ø; vksn’k dh la[;k-------------------------------------------------------------fnukad---------------------

 Recommended source of supply, if any: Previous Purchase Order No. ......…………………… Date …………………

|  |  |  |  |
| --- | --- | --- | --- |
| Øe la[;kSr. No. | fuekZrk @iznk;d dk iwjk irk@Name & Address of Supplier | Qksu ;k QSDl u0@Phone/Fax No. | bZesy ,oae osclkbV@E-mail/website address |
|  |  |  |  |

Contd. on page ‘2’

:2:

|  |  |  |
| --- | --- | --- |
|  | uke  Name | gLrk{kj Signature |
|  ekaxdrkZ  Indentor |  |  |
|  lewg@vuqHkkx izeq[k@ifj;kstuk vUos”kdGroup/Section Head/PI |  |  |
| vuq'kaflr vuqeksfnrRecommended ApprovedjftLVªkjRegistrar |  |  |
| funs’kd }kjk vuqeksfnrApproved by Director |  |  |

lsok esa

Hk.Mkj ,oa dz; vf/kdkjh

Okk0fg0Hkwfo0la0

nsgjknwuA

To

Stores & Purchase Officer

WIHG

Dehra Dun