



NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
(An institution of national importance)
KURUKSHETRA -136119

PART I

INDENT FOR THE PURCHASE OF: (*Tick the relevant*)

NON-CONSUMABLE ASSET CONSUMABLE ASSET CONSULTANCY
SOFTWARE Any other SERVICES REPAIRS

DEPARTMENT/ SCHOOL/ SECTION/ CENTRE/ CLUB/ EVENT:

Indent No: _____ **Date:** _____
Name of the Indentor: _____
Designation: _____ **Contact No. :** _____
E-Mail ID: _____

Name of the Head: _____
Designation: _____ **Contact No. :** _____
E-Mail ID: _____

Approval for the purchase of following goods may please be accorded. The relevant information has been furnished below.

S. No.	Name of goods & specifications	Qty	Unit Cost	Estimated Cost
Total number of items:			Total Estimated Cost:	

NOTE:

- Separate sheet to be attached for technical specifications (if required) and justification of indent is mandatory.
- Relevant Proprietary Article Certificate/ Rate contract to be attached, in such indent.
- In case of **indent for repair**, mention Date of purchase, Cost of equipment and Ledger Number

Mode of Procurement: (*Tick the relevant*).

MoP I MoP IV MoP VII MoP X
MoP II MoP V MoP VIII MoP XI
MoP III MoP VI MoP IX MoP XII

Ensure that Part II of relevant MoP is attached

- a.** Installation/ Commissioning of the item shall be done by : **Indentor/ Supplier/ Manufacturer**
- b.** Useful life of the equipment (in Years) :
- c.** Availability of Spares : **Yes/ No**
- d.** Ease of Maintenance : **Easy/ Moderate/ Difficult**
- e.** Delivery Period (in months) :
- f.** Installation requirements like area, power, civil works etc. are ready : **Yes/ No**
- g.** If Not, expected time by which requirements will be completed (in days, if indent is forwarded) :
- h.** Whether Training required : **Yes/ No**

Certified that the specifications of the equipment laid down in the indent are broad based & do not have any restrictive parameter to suit a particular bidder.

Head of the Department/ School/ Section/ Centre/ Club/ Event

Signature of Indentor

Date :

Date :

Officers	Statement/ Remarks	Signature
Authorised departmental stores officer	It is certified that the stock/services are not available in the departmental stores/maintenance of the equipment/ item is highly required.	
Departmental Purchase Committee (DPC)	<p>Recommended/ Not Recommended <i>under MoP _____</i></p> <p><u>Remarks if any:</u></p>	<p>Member 1</p> <p>Member 2</p> <p>Chairman (DPC)</p>

Note: No DPC Recommendation required for Indents under ‘**MoP I**’.

MODE OF PURCHASES in NIT KURUKSHETRA

Mode of Purchase (MoP)	Purchase Value Limit	Method of procurement
MoP - I	Up to Rs. 15,000/-	Petty Purchase
MoP - II	Up to Rs. 3,00,000/-	Through Purchase committee by Quotations
MoP - III	Above 15,000/- and Upto Rs. 5,00,000/-	Quotations
MoP - IV	Above 15,000/- and Upto Rs. 5,00,000/-	Proprietary
MoP - V	Above 15,000/- and Upto Rs. 5,00,000/-	Valid Rate Contract
MoP - VI	Above 5,00,000/- and Upto Rs. 25,00,000/-	Quotations
MoP - VII	Above 5,00,000/- and Upto Rs. 25,00,000/-	Proprietary
MoP - VIII	Above 5,00,000/- and Upto Rs. 25,00,000/-	Valid Rate Contract
MoP - IX	Above 25,00,000/- and Upto Rs. 1,00,00,000/-	Tender
MoP - X	Above 25,00,000/- and Upto Rs. 1,00,00,000/-	Proprietary
MoP - XI	Above 25,00,000/- and Upto Rs. 1,00,00,000/-	Valid Rate Contract
MoP - XII	Above 1,00,00,000/-	-Any-

PART II

(for MoP - I) Up to Rs. 15,000/-

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
<p style="text-align: center;">Head of the Department/ School/ Section/ Centre/ Club/ Event <i>(Competent Financial Authority)</i> <i>(based on the purchase head under their control only)</i></p>	<p style="text-align: center;">(Funds available/ Not Available) <i>Under</i> _____ head</p> <p><i>Remarks if any:</i></p> <p style="text-align: center;">Purchase case is Approved/ Not Approved</p>	

PART II

(for MoP - II) Up to Rs. 3,00,000/- through purchase committee
Approvals over the Indent No: _____

Advance required for the Purchase: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts) OR Head of the Department/ School/ Section/ Centre/ Club/ Event <i>(based on the purchase head under their control only)</i>	(Funds available/ Not Available) <i>Under</i> _____ head. Advance up to Rs. _____ is sanctioned. <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	(Recommended/ Not Recommended) Following Purchase Committee is proposed to receive quotations from _____ for opening and technical evaluation as per rules: 1. Proposed officer (Chairman) 2. Member 1 3. Member 2 <i>Remarks if any:</i>	
Dean (P&D)	The above Purchase Committee is (Approved/ Not Approved) <i>Remarks if any:</i>	

<p>Purchase Committee</p>	<p>Quotations received & opened as per clause 5.3 and comparative statement of the received quotations after technical evaluation is attached with reasonability of prices.</p>	<p>_____</p> <p>Member 1</p> <p>_____</p> <p>Member 2</p> <p>_____</p> <p>Proposed Officer (Chairman) (Purchase Committee)</p>
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p>The Comparative statement is scrutinized by Stores Section. Remark if any _____ _____</p>	
<p>Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)</p>	<p>The purchase case is (Approved/ Not Approved) for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i></p>	

PART II

(for MoP - III) Up to Rs. 5,00,000/- through Quotations

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	The indent is (Approved/Not Approved) Quotations enquiry may be dispatched and quotation should be opened as per clause 5.4.4 as per rules: <i>Remarks if any:</i>	
Proposed Indentor	Quotations opened as per clause 5.4.4 and comparative statement of the received quotations after technical evaluation by DPC is attached. Total Quotations received: _____ Any other case: _____	
Deputy Registrar /Assistant Registrar Stores Section	The Comparative statement is scrutinized by Store Purchase Section	
Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)	The purchase case is (Approved/ Not Approved) for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i>	

PART II

*(for MoP - IV) Above 15,000/- and Up to Rs. 5,00,000/- through
Proprietary*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Deputy Registrar /Assistant Registrar Stores Section	The Proprietary Article Certificate is scrutinized by Store Purchase Section and (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)	The indent is: (Approved/ Not Approved) Under Proprietary Article Certificate <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Negotiation Committee Meeting and Recommendations. (In Separate Sheet with revised Offer by the vendor) and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i>	Head of the Department/ School Section/ Centre/Club/Event (Chairman) Member 1 Member 2

PART II

*(for MoP - V) Above 15,000/- and Up to Rs. 5,00,000/- under
valid Rate Contract*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Deputy Registrar /Assistant Registrar Stores Section	The rate contract is scrutinized by Stores Section and (Recommended/ Not Recommended) <i>Remarks if any:</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)	The indent is: (Approved/ Not Approved) Under valid rate contract and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i>	

PART II

*(for MoP - VI) Above 5,00,000/- and up to Rs. 25,00,000/- through
Quotations*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D)	The indent is (Approved/ Not Approved) Quotations enquiry may be dispatched for opening & evaluation: <i>Remarks if any:</i>	
Deputy Registrar /Assistant Registrar Stores Section	Quotation enquiries dispatched on dated: _____ and quotations opened on dated: _____ as per clause 5.4.4. Total Quotations received: _____ Quotations without EMD/ other observations: _____ Any other case: _____	
Indentor	The comparative statement of the received quotations after technical evaluation by DPC is attached.	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Comparative statement: (Recommended/ Not Recommended) for Purchase Order <i>Remarks if any:</i> File to Chairman (PFC) through Stores Section	

<p style="text-align: center;">Purchase Finalization Committee (PFC)</p>	<p style="text-align: center;">Comparative statement is scrutinized and (Recommended/ Not Recommended)</p> <p style="text-align: center;">The procurement process is as per rules (Recommended/ Not Recommended)</p> <p style="text-align: center;"><i>Remarks if any:</i></p>	<p style="text-align: center;">Indentor</p> <p style="text-align: center;">Expert</p> <p style="text-align: center;">Dy. Registrar/ Assistant Registrar (Accounts)</p> <p style="text-align: center;">Deputy Registrar /Assistant Registrar (Stores)</p> <p style="text-align: center;">Chairman & Convener (PFC)</p> <p>Date:</p>
<p style="text-align: center;">Dean (P&D) <i>(Competent Financial Authority)</i></p>	<p style="text-align: center;">The purchase case is: (Approved/ Not Approved)</p> <p style="text-align: center;">and for Purchase Order in favour of</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">for an amount of Rs. _____</p> <p style="text-align: center;"><i>Remarks if any:</i></p>	
<p style="text-align: center;">Deputy Registrar /Assistant Registrar Stores Section</p>	<p style="text-align: center;">Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - VII) Above 5,00,000/- and up to Rs. 25,00,000/- through
Proprietary*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D) (Competent Financial Authority)	The indent is: (Approved/ Not Approved) Under Proprietary Article Certificate _____ for an amount of Rs. _____ <i>Remarks if any:</i> <i>File sent to Head of the Department/ School/ Section/ Centre/ Club/ Event for Negotiation and further necessary action.</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Negotiation Committee Meeting and Recommendations. (In Separate Sheet with revised Offer by the vendor) and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i> <i>File to Chairman (PFC) through Stores Section</i>	Head of the Department/ School Section/ Centre/Club/Event (Chairman) Member 1 Member 2

<p style="text-align: center;">Purchase Finalization Committee (PFC)</p>	<p style="text-align: center;">The purchase case is (Recommended/ Not Recommended)</p> <p style="text-align: center;">The procurement process is as per rules (Recommended/ Not Recommended)</p> <p style="text-align: center;"><i>Remarks if any:</i></p>	<p style="text-align: center;">Indentor</p> <p style="text-align: center;">Expert</p> <p style="text-align: center;">Dy. Registrar/ Assistant Registrar (Accounts)</p> <p style="text-align: center;">Deputy Registrar /Assistant Registrar (Stores)</p> <p style="text-align: center;">Chairman & Convener (PFC)</p> <p>Date:</p>
<p>Dean (P&D) <i>(Competent Financial Authority)</i></p>	<p style="text-align: center;">The purchase case is: (Approved/ Not Approved) and for Purchase Order in favour of</p> <hr/> <p style="text-align: center;">for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p style="text-align: center;">Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - VIII) Above 5,00,000/- and up to Rs. 25,00,000/- under
valid Rate Contract*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D) (Competent Financial Authority)	The indent is: (Approved/ Not Approved) Under Valid Rate Contract _____ for an amount of Rs. _____ <i>Remarks if any:</i> File to Chairman (PFC) through Stores Section	
Purchase Finalization Committee (PFC)	The purchase case is (Recommended/ Not Recommended) The procurement process is as per rules (Recommended/ Not Recommended) <i>Remarks if any:</i>	Indentor Expert Dy. Registrar/ Assistant Registrar (Accounts) Deputy Registrar /Assistant Registrar (Stores) Chairman & Convener (PFC) Date:

<p>Dean (P&D) <i>(Competent Financial Authority)</i></p>	<p>The purchase case is: (Approved/ Not Approved)</p> <p>and for Purchase Order in favour of</p> <hr/> <p>for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p>Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - IX) Above 25,00,000/- and up to Rs. 1,00,00,000/- through
Tenders*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D)	The indent is (Recommended/ Not Recommended) For procurement on Two or Three bid system published in national daily/ local newspaper/ website of the institute. In case of globe tenders the advt will be given in Indian Trade Journal, Kolkata and as per clause 5.4 <i>Remarks if any:</i>	
Director	The indent is (Approved/ Not Approved) With the above comments as applicable & as per institute purchase rules <i>Remarks if any:</i>	
Deputy Registrar /Assistant Registrar Stores Section	Publication Action as above on dated: _____ and bids opened on dated: _____ as per clause 5.4.4. Total Tenders received: _____ Tenders disqualified due to any observations: _____ Any other case: _____ <i>Any Remarks:</i>	
Indentor	The comparative statement of the received bids after technical evaluation by DPC is attached.	

<p align="center">Head of the Department/ School/ Section/ Centre/ Club/ Event</p>	<p align="center">Comparative statement: (Recommended/ Not Recommended) for Purchase Order</p> <p><i>Remarks if any:</i></p> <p><i>File to Chairman (PFC) through Stores Section</i></p>	
<p align="center">Purchase Finalization Committee (PFC)</p>	<p align="center">The purchase case is (Recommended/ Not Recommended)</p> <p align="center">The procurement process is as per rules (Recommended/ Not Recommended)</p> <p align="center"><i>Remarks if any:</i></p>	<p align="center">Indentor</p> <p align="center">Expert</p> <p align="center">Dy. Registrar/ Assistant Registrar (Accounts)</p> <p align="center">Deputy Registrar /Assistant Registrar (Stores)</p> <p align="center">Chairman & Convener (PFC)</p> <p>Date:</p>
<p align="center">Registrar</p>	<p>The above procurement is in order. Submitted for approval please</p>	
<p align="center">Dean (P&D)</p>	<p align="center">The purchase case is (Recommended/ Not Recommended) With the above recommendations</p> <p><i>Remarks if any:</i></p>	
<p align="center">Director (Competent Financial Authority)</p>	<p align="center">The purchase case is (Approved/ Not Approved) and for Purchase/ Work Order in favour of</p> <p align="center">_____</p> <p align="center">for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
<p align="center">Deputy Registrar /Assistant Registrar Stores Section</p>	<p>Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - X) Above 25,00,000/- and up to Rs. 1,00,00,000/- through
Proprietary*

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D)	The indent is (Recommended/ Not Recommended) With the above recommendations <i>Remarks if any:</i>	
Director (Competent Financial Authority)	The indent is (Approved/ Not Approved) Under Proprietary Article Certificate and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i> <i>File sent to Head of the Department/ School/ Section/ Centre/ Club/ Event for Negotiation and further necessary action.</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Negotiation Committee Meeting and Recommendations. (In Separate Sheet with revised Offer by the vendor) and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i> <i>File to Chairman (PFC) through Stores Section</i>	Head of the Department/ School Section/ Centre/Club/Event (Chairman) Member 1 Member 2

<p align="center">Purchase Finalization Committee (PFC)</p>	<p align="center">The purchase case is (Recommended/ Not Recommended)</p> <p align="center">The procurement process is as per rules (Recommended/ Not Recommended)</p> <p align="center"><i>Remarks if any:</i></p>	<p align="center">Indentor</p> <p align="center">Expert</p> <p align="center">Dy. Registrar/ Assistant Registrar (Accounts)</p> <p align="center">Deputy Registrar /Assistant Registrar (Stores)</p> <p align="center">Chairman & Convener (PFC)</p> <p>Date:</p>
<p>Registrar</p>	<p>The above procurement is in order. Submitted for approval please.</p>	
<p>Dean (P&D)</p>	<p align="center">The purchase case is (Recommended/ Not Recommended) With the above recommendations</p> <p><i>Remarks if any:</i></p>	
<p>Director (Competent Financial Authority)</p>	<p align="center">The purchase case is (Approved/ Not Approved) and for Purchase/ Work Order in favour of</p> <p align="center">_____</p> <p align="center">for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	
<p>Deputy Registrar /Assistant Registrar Stores Section</p>	<p>Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - XI) Above 25,00,000/- and up to Rs. 1,00,00,000/- through
valid Rate Contract*

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D)	The indent is (Recommended/ Not Recommended) With the above recommendations <i>Remarks if any:</i>	
Director (Competent Financial Authority)	The indent is (Approved/ Not Approved) Under valid rate contract and for Purchase Order in favour of _____ for an amount of Rs. _____ <i>Remarks if any:</i> <i>File to Chairman (PFC) through Stores Section</i>	

<p style="text-align: center;">Purchase Finalization Committee (PFC)</p>	<p style="text-align: center;">The purchase case is (Recommended/ Not Recommended)</p> <p style="text-align: center;">The procurement process is as per rules (Recommended/ Not Recommended)</p> <p style="text-align: center;"><i>Remarks if any:</i></p>	<p style="text-align: center;">Indentor</p> <p style="text-align: center;">Expert</p> <p style="text-align: center;">Dy. Registrar/ Assistant Registrar (Accounts)</p> <p style="text-align: center;">Deputy Registrar /Assistant Registrar (Stores)</p> <p style="text-align: center;">Chairman & Convener (PFC)</p> <p>Date:</p>
<p style="text-align: center;">Registrar</p>	<p>The above procurement is in order. Submitted for approval please.</p>	
<p style="text-align: center;">Dean (P&D)</p>	<p style="text-align: center;">The purchase case is (Recommended/ Not Recommended)</p> <p style="text-align: center;">With the above recommendations <i>Remarks if any:</i></p>	
<p style="text-align: center;">Director (Competent Financial Authority)</p>	<p style="text-align: center;">The purchase case is (Approved/ Not Approved)</p> <p style="text-align: center;">and for Purchase/ Work Order in favour of</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">for an amount of Rs. _____</p> <p style="text-align: center;"><i>Remarks if any:</i></p>	
<p style="text-align: center;">Deputy Registrar /Assistant Registrar Stores Section</p>	<p style="text-align: center;">Purchase order dispatched. Master File returned to respective departments</p>	

PART II

*(for MoP - XII) Above Rs. 1,00,00,000/- through Tender/ Proprietary/
Valid Rate Contract*

Approvals over the Indent No: _____

Officers	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	(Funds available/ Not Available) <i>Under</i> _____ head <i>Remarks if any:</i>	
Dean (P&D)	The indent is (Recommended/ Not Recommended) For procurement on Two or Three bid system published in national daily/ local newspaper/ website of the institute. In case of globe tenders the advt will be given in Indian Trade Journal, Kolkata and as per clause 5.4 <i>Remarks if any:</i>	
Director	The indent is (Recommended/ Not Recommended) With the above comments as applicable & as per institute purchase rules <i>Remarks if any:</i>	
Registrar	For Agenda in FC	
Finance Committee	Supportive document attached for recommendation	
Registrar	For Agenda in BoG	
Board of Governors	Supportive document attached for recommendation	
Deputy Registrar /Assistant Registrar Stores Section	Publication Action as above on dated: _____ and bids opened on dated: _____ as per clause 5.4.4. Total Tenders received: _____ Tenders disqualified due to any observations: _____ Any other case: _____ <i>Any Remarks:</i>	

Indentor	The comparative statement of the received bids after technical evaluation by DPC is attached	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Comparative statement (Recommended/ Not Recommended) for Purchase Order <i>Remarks if any:</i> <i>File to Chairman (PFC) through Stores Section</i>	
Purchase Finalization Committee (PFC)	The purchase case is (Recommended/ Not Recommended) The procurement process is as per rules (Recommended/ Not Recommended) <i>Remarks if any:</i>	Indentor Expert Dy. Registrar (Accounts) Assistant Registrar (Stores) Chairman (PFC) Date:
Registrar	The above procurement is in order. Submitted for approval please.	
Dean (P&D)	The purchase case is (Recommended/ Not Recommended) With the above recommendations <i>Remarks if any:</i>	
Director	The purchase case is (Recommended/ Not Recommended) With the above comments as applicable & as per institute purchase rules <i>Remarks if any:</i>	

Registrar	For Agenda in FC	
Financial Committee	Supportive document attached for recommendation	
Registrar	For Agenda in BoG	
Board of Governors <i>(Competent Financial Authority)</i>	Supportive document attached for recommendation.	
Deputy Registrar /Assistant Registrar Stores Section	Purchase order dispatched. Master File returned to respective departments	