

**MoP – IX: Above 5,00,000/- and up to Rs. 25,00,000/- through  
Proprietary**

**Approvals over the Indent No:** \_\_\_\_\_

Officers	Statement/ Remarks	Signature
<b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b>	The item proposed in current indent falls in the category of Proprietary Article  <b>PAC certificate is enclosed herewith</b>	
<b>Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)</b>	<b>(Funds available/ Not Available)</b> <i>Under</i> _____ <b>head</b>  <i>Remarks if any:</i>	
<b>Faculty (IC) Stores</b>	The Proprietary Article Certificate is scrutinized by Store Purchase Section and <b>(Recommended/ Not Recommended)</b>  <i>Remarks if any:</i>	
<b>Dean (P&amp;D) (Competent Financial Authority)</b>	The indent is: <b>(Approved/ Not Approved)</b> 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>	

<p><b>Head of the Department/ School/ Section/ Centre/ Club/ Event</b></p>	<p>Negotiation Committee Meeting Minutes and Recommendations. (In Separate Sheet with revised Offer by the vendor) and for Purchase Order in favour of _____</p> <p>for an amount of Rs. _____</p> <p><i>Remarks if any:</i> <b>File to Chairman (PFC) through Stores Section</b></p>	
<p><b>Purchase Finalization Committee (PFC)</b></p>	<p>The purchase case is <b>(Recommended/ Not Recommended)</b></p> <p>The procurement process is as per rules <b>(Recommended/ Not Recommended)</b></p> <p><i>Remarks if any:</i></p>	<p><b>Indentor</b></p> <p><b>Expert</b></p> <p><b>DR/AR (Accounts)</b></p> <p><b>Faculty (IC) (Stores)</b></p> <p><b>Chairman (PFC)</b></p> <p><b>Date:</b></p>
<p><b>Dean (P&amp;D)</b> <i>(Competent Financial Authority)</i></p>	<p>The purchase case is: <b>(Approved/ Not Approved)</b> and for Purchase Order in favour of _____</p> <p>for an amount of Rs. _____</p> <p><i>Remarks if any</i></p>	
<p><b>Faculty (IC)</b> Stores</p>	<p>Purchase order dispatched. Master File returned to respective departments</p>	