

MoP - X Above 25,00,000/- Proprietary Article Certificate Buying
Indent No: _____

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

<p>Head of the Department/ School/ Section/ Centre/ Club/ Event</p>	<p>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></p>	
<p>Purchase Finalization Committee (PFC)</p>	<p>The purchase case is (Recommended/ Not Recommended) The procurement process is as per rules (Recommended/ Not Recommended) <i>Remarks if any:</i></p>	<p>Indentor Expert DR/AR <i>(Accounts)</i> Faculty (I/C) Stores Chairman & Convener <i>(PFC)</i> Date:</p>
<p>Registrar</p>	<p>The above procurement is in order. Submitted for approval please.</p>	
<p>Dean (P&D)</p>	<p>The purchase case is (Recommended/ Not Recommended) <i>Remarks if any:</i></p>	

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