

MoP- IX: Between ₹ 5,00,000/- and ₹ 25,00,000/- through Proprietary

Approvals over the *Indent No:* _____

Officers	Statement/ Remarks	Signature
Head of the Department/ School/ Section/ Centre/ Club/ Event	<p align="center">The item proposed in current indent falls in the category of Proprietary Article</p> <p align="center">PAC certificate and 2 recent POs of CFTIs are mandatorily required</p>	
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	<p>Funds of amount _____ is _____ <i>Under</i> _____ head.</p> <p><i>Remarks if any</i></p>	
Faculty (IC) Stores	<p align="center">The Proprietary Article Certificate is scrutinized by Store Purchase Section and (Recommended/ Not Recommended)</p> <p><i>Remarks if any:</i></p>	
Dean (P&D) (Competent Financial Authority)	<p align="center">The indent is: (Approved/ Not Approved) Under Proprietary Article Certificate</p> <p align="center">_____ for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p> <p><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 align="center">Negotiation Committee Meeting Minutes and Recommendations. <i>(In Separate Sheet with revised Offer by the vendor)</i> and for Purchase Order in favour of</p> <p align="center">_____ for an amount of Rs. _____</p> <p><i>Remarks if any:</i> File to Chairman (PFC) through Stores Section</p>	

Officers	Statement/ Remarks	Signature
<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">DR/AR <i>(Accounts)</i></p> <p align="center">Faculty (IC) <i>(Stores)</i></p> <p align="center">Chairman <i>(PFC)</i></p> <p>Date:</p>
<p>Dean (P&D) <i>(Competent Financial Authority)</i></p>	<p align="center">The purchase case is: (Approved/ Not Approved) and for Purchase Order in favour of _____</p> <p align="center">for an amount of Rs. _____</p> <p><i>Remarks if any</i></p>	
<p>Faculty (IC) Stores</p>	<p align="center">Purchase order dispatched. Master File returned to respective departments</p>	