

**MoP – VII: Up to Rs. 2,50,000/- through purchase committee
Approvals over the Indent No:**

Officer	Statement/ Remarks	Signature
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	<p style="text-align: center;">(Funds available/ Not Available) <i>Under</i> _____ head. Advance up to Rs. _____ is sanctioned.</p> <p><i>Remarks if any:</i></p>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	<p style="text-align: center;">(Recommended/ Not Recommended) Following Purchase Committee is proposed to receive quotations from _____ for opening and technical evaluation as per rules:</p> <ol style="list-style-type: none"> 1. Proposed officer (Chairman) (Name) 2. Member 1 (Name) 3. Member 2 (Name) <p><i>Remarks if any:</i></p>	
Dean (P&D)	<p style="text-align: center;">The above Purchase Committee is (Approved/ Not Approved) <i>Remarks if any:</i></p>	

<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><i>“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned”</i></p>	<p>_____</p> <p>Member 1</p> <p>_____</p> <p>Member 2</p> <p>_____</p> <p>Proposed Officer (Chairman) (Purchase Committee)</p>
<p>Faculty I/C (Stores)</p>	<p>The Comparative statement is scrutinized by Stores Section. Remark if any _____</p> <p>_____</p>	
<p>Head of the Department/ School/ Section/ Centre/ Club/ Event (Competent Financial Authority)</p>	<p>The purchase case is (Approved/ Not Approved)</p> <p>for Purchase Order in favour of _____</p> <p>for an amount of Rs. _____</p> <p><i>Remarks if any:</i></p>	