

MoP - X Above ₹ 25,00,000/- Proprietary Article Certificate Buying

Indent No: _____

Officers	Statement/ Remarks	Signature
Head of the Department/ School/ Section/ Centre	The item proposed in current indent falls in the category of Proprietary Article PAC certificate and 2 recent POs of CFTIs are mandatorily required	
Dy. Registrar (Accounts)/ Assistant Registrar (Accounts)	Funds of Rs. _____ is _____ <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 <i>Remarks if any:</i> <i>File sent to Head of the Department/ School/ Section for Negotiation and further necessary action.</i>	
Head of the Department/ School/ Section/ Centre/ Club/ Event	Negotiation Committee Meeting and Recommendations attached (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</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;">DR/AR <i>(Accounts)</i></p> <p style="text-align: center;">Faculty (I/C) Stores</p> <p style="text-align: center;">Chairman & Convener <i>(PFC)</i></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;"><i>Remarks if any:</i></p>	
<p style="text-align: center;">Director <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> <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>	