

**STORE AND PURCHASE SECTION
NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA - 136119**

No. SPS/2025/313

Dated: 29.07.2025

NOTIFICATION

Subject: Implementation of Revised Procurement Formats - Indent Slips, MOPs, and Related Documents.

In light of recent amendments to the General Financial Rules (GFR) 2017, and to meet the compliance requirements of the GeM/CPP Portals as well as to ensure the timely processing of procurement activities, the Store and Purchase Section has revised the Indent Slips, MOP (Mode of Procurement) formats, and other procurement-related documents.


Accordingly, all Heads of Departments/Sections are requested to use the revised formats with immediate effect while forwarding procurement requests to the Store and Purchase Section for Goods/Items, Services, and Works. The updated formats are designed to streamline processing and ensure compliance with the procurement guidelines/procedure.

A soft copy of all revised formats is available on the Institute website under the Store and Purchase section for easy access.

It is important to note that:

- No alterations/tampering should be made to the standardized formats.
- All Departments/sections must fill in the required details completely and attach the necessary supporting documents.

This issues with the approval of the Competent Authority.


In-charge (Store & Purchase Section)

DA/as above

Copy to:-

1. All Deans/Heads of all the Departments/Sections.
2. Assistant Registrar (Accounts)/(Audit)
3. Assistant Registrar to Director for kind information to the Director.
4. Private Secretary to Registrar for kind information to the Registrar.
5. Institute Website under Notification (Store & Purchase Section).