

Date:

PURCHASE INDENT CUM SANCTION SHEET – GENERAL PURPOSE

Name of the Indentor:

Contact Number:

Designation:

Source of funds:

Department/ Centre/ Section:

Nature: Recurring / Non-recurring

Sl. No.	Description of Item/s	Justification	Qty.	Estimated Rate (INR)	Estimated Amount (INR)
01					
Sub-Total					
Applicable GST					
Grand Total (Rounded)					
Amount (In words): Rupees					

(Please tick the appropriate option)

1. Mode of Purchase: *Through GeM Portal* [] / *Outside GeM (GeM AR&PTS ID report is attached)* []
2. Category: Non consumable Stores (NCS) [] / Limited time Assets (LTAS) [] / Consumables (CS) []
3. Are Goods required for Research purpose: Yes [] / No [].
4. Certified that the site is ready for installation of the indented item, if required.

(Signature of Indentor)

For use by Deanery / School / Centre / Section

Consecutive serial No. of the Indent for the current financial year	
Budget Head	
Total Budget allotted for the financial year & quarterly ceiling	Rs.
Total Expenditure incurred under the head during the financial year	Rs.
Expenditure sanctioned for the current quarter	Rs.
Fund available for the quarter	Rs.
As per quarterly ceiling notified vide Ref No.IIT Mandi/BoG-43/2025/794-796 dated 06.03.2025, the CFA is	Dean / Registrar / Chair [], or Director, IIT Mandi []

Financial concurrence for the proposed procurement is hereby accorded.

JA/SA/JS

(Signature of Head/Chair)

For use by CFA

Administrative and financial sanction is accorded for the proposed expenditure.

(Signature of CFA)*

* (The School Chair/Centre Head/Section Head should mention, by attaching a copy of the approval, if Administrative and Financial sanction has already been accorded by the Director, IIT Mandi, at the time of allocating the projected funds for this specific purchase. In such cases, it is not necessary to obtain the signature of the Director, being the CFA).

TO BE SUBMITTED TO THE AUTHORITY RESPONSIBLE FOR ISSUING PURCHASE ORDER