

**ANNEXURE**  
**PROFORMA FOR SUBMISSION OF THE PROPOSAL FOR FINANCIAL APPROVAL**

**Name of the Department**

**Proposal No**

**Date**

**Subject :- Proposal for Financial Approval for Procurement of**

The following proposal is submitted for the Financial Approval:

**A. Details of procurement (More details as per enclosures):**

Sr. No.	Details of Procurement with brief Technical Specification	Qty.	Estimated Cost Per Unit	Quotation/Tender/RC I Cost Per Unit	Total Cost & Remarks

**B. Details of the Administrative Approval obtained for the Procurement:**

Sr. No.	Administrative Approval Reference Number & Date	Sanctioning Authority	Budget Item Code No	Amount Rs.

**C. Details of the purchase procedure followed while outsourcing Services/ Purchase of stores materials equipments etc. (Xerox Copy of the Notice Inviting Quotations/ published Tender Notice / RC to be provided). DGS & D or GoM Rate Contract No.**

**Advertisement Published Date:**

**Name of the Newspaper:**

Sr. No	Details of the Quotations /Tenders received & Names of Vendors	No of Unit	Rate per Unit	Total Value	Remarks

**D. Details of the Purchase Committee Approval obtained if any:**

Sr. No.	Purchase committee Approval Meeting Resolution No. & Date	Quantity	Rate / Unit	Total Cost Incl. of all Taxes	Purchase Committee Remarks if any

**E. Budget Head & Provision–Financial Year:**

(a)	<b>Budget Provision for the Current Finance Year in Rs.</b>	
(b)	<b>Cumulative Expenditure incurred so far in Rs.</b>	
(c)	<b>Balance Provision available for the proposed expenditure in Rs.</b>	

**F. Recommendation & justification of the HoD regarding procurement & the Acceptance of Quotation / Tender:**

Sr. No	Name of the Vendor Recommended & Particulars of Tenderers	No of Unit	Rate per Unit	Total Value	Justification Remarks

**G. Any other remark of Administrative Importance for consideration of the Proposal:**

I attach herewith details in original of all the Quotations / Tender Documents received along with enclosures. Further I have confirmed that the Technical & Commercial Comparative Statement is duly signed by all the members of the Quotation / Tender Opening Committee & the same are attached as enclosure.

Certified that the material proposed for purchase is required for the immediate use & I am personally satisfied that these goods proposed for purchase are of the requisite standard quality and specification & the same are being purchased from a reliable supplier. It is further certified that the recommended rates are reasonable in comparison with the current market rates.

Accountant of the Department  
(Name & Designation)

(Office Stamp)

HoD/Principal/Director  
(Name & Designation)

**PROFORMA FOR RECOMMENDATION OF PROPOSAL FOR FINANCIAL APPROVAL**

**Subject :- Proposal for the Financial Approval for Procurement of**

**Ref: Finance & Accounts Section - Proposal Inward No.**

The following proposal is submitted for the Financial Approval as per details provided by the HoD in the proforma prescribed for obtaining the Financial Approval:

**A. Recommendation made by the concerned HoD regarding procurement & the Acceptance of Quotation / Tender:**

Sr. No	Name of the Vendor & Particulars of Procurement	No of Unit	Rate/Unit Rs.	Total Value & Taxes Rs.	Competent Authority for Financial Approval

**B. Remarks / Recommendation of the Finance & Accounts Section:**

**FINANCE & ACCOUNTS OFFICER**

**C. Remarks / Recommendation of the Registrar:**

**I do/do not recommend the proposal for the Financial Approval.**

**REGISTRAR**

**D. Order of the Hon. Vice Chancellor:**

**I do/do not approve the proposal for the Financial Approval.**

**VICE-CHANCELLOR**

