

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. Approval with Remarks of Technology Committee for Technology related items

Chairperson

Member

Member

E. Approval with Remarks of Estate Section for Civil work

(Sign & Stamp of Univ. Engineer)

F. 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

G. Budget Head & Provision-Financial Year:

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

H. 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)

RECOMMENDATION OF PROPOSAL FOR FINANCIAL APPROVAL

Subject :- Proposal for the Financial Approval for Procurement of

The following proposal is submitted for the recommendation 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

Name ,Sign and Stamp of HoD/Principal/Director

B Remarks / Recommendation of the Registrar:

REGISTRAR

C Remarks / Recommendation of the Finance & Accounts Section:

Junior/Asst. Accountant

Accountant

AFAO/AR

DFAO

D. Remarks /Recommendation of Finance & Accounts Officer

FINANCE & ACCOUNTS OFFICER

E Approval of the Hon. Vice Chancellor:

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

VICE-CHANCELLOR