



**FORM FOR PURCHASE OF GOODS UNDER GFR 154**

(to be filled by Indenting Officer)

**Subject: Purchase of \_\_\_\_\_ (name of goods) under GFR 154.**

I require the following item(s), the indent of which has been approved by Director on \_\_\_\_\_.

S.No.	Name of Item	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I have purchased the above items on competitive and reasonable rates incurring expenditure of Rs. \_\_\_\_\_/- in words (Rupees \_\_\_\_\_ only).

I have recorded necessary certificates on the reverse of the bill(s). You are requested to arrange to make payment to M/s. \_\_\_\_\_ (name of firm) for Rs. \_\_\_\_\_/- at the earliest, out of Institute / RP \_\_\_\_\_/IND \_\_\_\_\_ fund.

Date: \_\_\_\_\_

**Signature of Indenting Officer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Necessary approvals, Certificates required under GFR 154 Checked & Found in order. Good(s) has/have been stock entered in Consumables/Non-Consumables Stock Register at Ledger No. \_\_\_\_\_ and has been issued to Indenting Officer vide Issue Slip No. \_\_\_\_\_ dated \_\_\_\_\_/S.No.

Expenditure of Rs. \_\_\_\_\_ out of Institute / RP \_\_\_\_\_/IND \_\_\_\_\_/ Contingency (PhD / NPDF \_\_\_\_\_) may be sanctioned.

(Finance Officer)

( Chief Fin. & Adm. Officer)

(Director)