



JN Government Engineering College  
Sundernagar District Mandi ( H.P.)-175019

**PURCHASE INDENT FORM**

To

The Drawing & Disbursing Officer  
JN Govt. Engineering College  
Sundernagar, Distt. Mandi (H.P.)

**Subject: Request for the purchase of Contingent / Store Material**

Sir,

The following items/ material is/are urgently required for training in workshop/Lab/Office/Library. Hence, Necessary permission/ sanction may please be accorded.

Sr. No.	Name of Items with specification	Qty. Required	Qty. in Stock	Rate Approxi.	Amount

Justification for Procurement of the above items to be filled by Indenter:

.....  
.....

Signature of the Demanding Officer/ Official  
With Name & Designation

Recommending Officer  
With Name & Designation

Certified that the above items are not presently available in Store. Hence, necessary sanction may please be accorded.

**Signature of Store Keeper**

**Signature of Store Purchase Officer**

Whether budget provision exists or not : Yes/ No ( If yes, Name of the Head. .... )

**Bill Assistant  
Account Branch**

In terms of Director/ Principal Office Order NO. 286 dated 03-11-2017, sanction is hereby accorded for the above material for Rs..... (Rupees ..... )  
.....) The purchase of above item/items may be effected from Govt. (M&E/M&S/OE/ TEQIP-II/ SWF after completing the codal formalities as required under the rules/ instructions . The sanction shall be subject to budget provision.

**Drawing & Disbursing Officer**  
JN Govt. Engineering College  
Sundernagar, Distt. Mandi (H.P.)

Note: This form is valid below the purchase of Rs. 5000/- only **for petty items**. The sanction / permission for the purchase of material for Rs. 5000/- and above will be accorded by Director/ Principal.