

IIT KHARAGPUR

Administrative Approval for Procurement (Form A)

[To be used when Estimated Value is more than Rs. 2 Lakh and Budgetary Allocation exists]

Name of Indentor	
Designation	
Department/Centre/School/Section	

Budget	Plan / Non Plan / Others (please specify)
Total Budgetary Allocation	
Amount Already Booked/Committed (Excluding the Current Proposal)	

Item Description	
Justification (Attach extra sheet if required)	
Quantity	
Total Estimated Value	

(Signature of Indentor)

Recommendation of the Dean/HoD/HoS/HoC/PIC/Chairperson

(Signature with seal)

----- *For Office use only* -----

DR (F&A)

Registrar

Deputy Director

Approved / Not Approved

Director

NOTE: All procurements are to be carried out as per the Revised Purchase Procedure notified vide Administrative Circular 05/2015 dated April 07, 2015.