



No. VSSUT/ / /20

Date:

**APPROVAL FOR PURCHASE OF EQUIPMENT/MATERIALS  
OUT OF NON-RECURRING HEAD**

- |     |   |               |
|-----|---|---------------|
| 1.  | “Head of Account”   | Non-Recurring |
| 2.  | Name of Funding Agency:   |               |
| 3.  | Scheme of Project Grant:  |               |
| 4.  | Project Title:  |               |
| 5.  | Sanction Order No. and Date:  |               |
| 6.  | Name of Principal Investigator (PI):                                    |               |
| 7.  | Department:   |               |
| 8.  | Total Amount of Approved Grant:   | ₹             |
| 9.  | Total Approved Amount under Non-Recurring:                              | ₹             |
| 10. | Total Released Amount under Non-Recurring:                              | ₹             |
| 11. | Total Amount Spend so far:  | ₹             |
| 12. | Total Balance Amount till date:   | ₹             |
| 13. | Cost of Items proposed as per the details attached:<br>herewith #Page-2 | ₹             |
| 14. | Total Remaining Balance Amount after this proposal:                     | ₹             |

This is certified that the proposed equipment/materials with specifications given on page-2 are approved by the funding agency and within the budget provision of non-recurring head. The fund has been released by the funding agency and is available in the project account. Recommended and submitted for kind approval for purchase of these equipment/materials. If approved, the purchase procedure shall be initiated as per the University rules from the project fund.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file and Attach duly filled up Page-2 of this form with full specifications and other details.)

**FOR SRIC OFFICE USE ONLY**

Remarks: Verified the details mentioned above and found satisfactory. Submitted to Vice-chancellor for approval and Recorded in the project file no:

Dealing Assistant

Associate to Dean (SRIC)

FORM: VSSUT/SRIC/05A (P-2)  
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF EQUIPMENT/MATERIALS PROPOSED FOR PURCHASE  
 OUT OF NON-RECURRING HEAD

Sl. No.	Details of equipment/material with detail specification	Quantity	Estimate Rate (₹)	Total estimated Amount (₹)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.	Total Amount (₹)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)