



No. VSSUT/ / /20

Date:

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

- | | | |
|-----|---|-----------|
| 1. | “Head of Account” | 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 Recurring: | ₹ |
| 10. | Total Released Amount under Recurring: | ₹ |
| 11. | Total Amount Spend so far: | ₹ |
| 12. | Total Balance Amount till date: | ₹ |
| 13. | Cost of Items proposed as per the details attached:
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 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/05B (P-2)
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF EQUIPMENT/MATERIALS PROPOSED FOR PURCHASE
 OUT OF 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)