

IIT KHARAGPUR

Administrative and Budgetary Approval for Procurement (Form B) [To be used in absence of Budgetary Allocation or when available budget is insufficient]

Name of Indentor	
Designation	
Department/Centre/School/Section	

Budget	Plan / Non-Plan / Others (please specify)
Total Budgetary Allocation	
Amount Already Booked/Committed	
Additional Proposed Budget	

Item description	
Justification (Attach extra sheet if required)	
Quantity	
Total Estimated Value of the Proposed Purchase	

(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.