



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान)

Institute of Nano Science and Technology

(An Autonomous Institute of Department of Science and Technology, Govt. of India)

Form No.20

FORM FOR PURCHASE OF GOODS UNDER GFR 154

(to be filled by Indenting Officer)

Subject: Purchase of _____ (name of goods) under GFR 154.

I require the following item(s), the indent of which has been approved by Director / Head of Office on _____.

S.No.	Name of Item	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

I have purchased the above items on competitive and reasonable rates incurring expenditure of Rs. _____/- in words (Rupees _____ only).

I have recorded necessary certificates on the reverse of the bill(s). You are requested to arrange to make payment to M/s. _____ (name of firm) for Rs. _____/- at the earliest, out of Institute / RP _____/IND _____ fund.

Date: _____

Signature of Indenting Officer

Name: _____

Designation: _____

FOR OFFICE USE ONLY

Necessary approvals, Certificates required under GFR 154 Checked & Found in order. Good(s) has/have been stock entered in Consumables/Non-Consumables Stock Register at Ledger No. _____ and has been issued to Indenting Officer vide Issue Slip No. _____ dated _____/S.No.

Expenditure of Rs. _____ out of Institute / RP _____/IND _____/ Contingency (PhD / NPDF _____) may be sanctioned.

(Dealing Assistant)

(Store Purchase Officer)

(HoO / Chief Fin. & Adm. Officer)