



पवन ऊर्जा प्रौद्योगिकी केन्द्र

(अपारम्परिक ऊर्जा स्रोत मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

CENTRE FOR WIND ENERGY TECHNOLOGY

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)

An ISO 9001:2000 Organisation

PURCHASE INDENT FOR LOCAL / CASH / CRISIS PURCHASES

INDENT NO:

DATE:

1. The following items are required for Project / Infra No.

Sl. No.	Detailed specification of the Stores (preferably to be typewritten)	Quantity	Estimated Cost (in Rs.)

2. A. Verified that the items are not available in Stores Section.

2. B. The requirement could not be anticipated earlier and is emergent in nature

2. C. The deadline for delivery is

2. D. Consequences if the items are not procured within the deadline:.....

2. E. Advance of Rs. may be paid
To.....

2. F. Sanctioned Rs Debitable to Project No.....

3. Details of Budget Provision Commensurate with the delivery schedule:

Signature of the **Indentor**
Name & designation
Date:

Signature of **Unit Chief**
Name & Division:
Date:

4. Availability of funds

Project / Infra No.	Budget Provision	Whether necessary fund is available to process this item YES / NO

A.A.O

Contd....2

RECOMMENDATIONS OF STANDING PURCHASE COMMITTEE

In view of the urgency expressed by the Indentor/Project Leader, SPC recommends for approval of the proposal as follows:-

- 1) Advance of Rs. may be sanctioned and paid to Dr./Shri/Smt./Miss..... for the above purchase. The Indenting officer may personally inspect / accept /collect & transport the material directly from the local market
- 2) The sub-committee of the following representative is constituted
 - a) OSP b) AAO c) Indenting Officer
 - i) To survey the market, collect hand quotations and finalize the purchase on the Spot within the sanctioned amount after opening quotations(OR)
 - ii) Survey the market, collect hand quotations and place them before the GM (F&A)/SPC/ED for recommendation / approval. (OR)
 - iii) Purchase may be made on credit from Credit bills after stock entry at Stores may be submitted to Purchase Section for arranging payment.

O(SP) **A.A.O** **INDENTOR** **MEMBER/
CHAIRMAN, SPC**

Expenditure Sanctioned & APPROVED

General Manager (F&A)/Executive Director