



**नीवे NIWE**  
(ISO 9001 Certified)

# राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

## NATIONAL INSTITUTE OF WIND ENERGY

(पूर्व में "पवन ऊर्जा प्रौद्योगिकी केंद्र" Formerly "Centre for Wind Energy Technology")

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

CFA	
IE	

### **PURCHASE INDENT FOR LOCAL / CASH / CRISIS PURCHASES** **(Purchase of goods up to the value of Rs. 25,000/- only)**

INDENT NO:

DATE:

- 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.)	Purpose / Remarks
1				
2				
3				
<b>Total</b>				

- (a) The requirement could not be anticipated earlier and is emergent in nature
- (b) The deadline for delivery is .....
- (c) Consequences if the items are not procured within the deadline:.....
- (d) Advance of Rs. .... may be paid To.....
- (e) Recommended for Sanction of Rs \_\_\_\_/- Debitable to Project No. \_\_\_\_\_

Signature of the  
Name & Designation:  
Date:

Signature of  
Name & Division: A.Senthil Kumar  
Date:

#### Purchase Section recommendations

Indent is in order	<b>YES / NO</b>
Above items are not available in Stores	<b>YES / NO</b>
Whether available in GeM*	<b>YES / NO</b>
*State reason if available and not procured through GeM	

**EA**

**OSP**

**AO (S&P)**

#### Availability of funds

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

**A.D. (F&A)**

#### 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:-

- 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
- Purchase may be made on credit from ..... Credit bills after stock entry at Stores may be submitted to Purchase Section for arranging payment.

**OSP AO (S&P)**

**Expenditure Sanctioned & APPROVED**

**DDG (F&A)/Director General**

