**Indian Institute of Technology Jodhpur**

**Office of International Relations and Outreach**

**Form No.: Project/IRO-03**

**Fund Approval for Procurement**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of PI |  | PF No: |
| 2 | Project Title |  |
| 3 | IRO Project No. |  |
| **Lists of Items** |
| Recurring Items **(R)****{Consumable/****Contingency/Travel/****Miscellaneous/****Any other please specify}** | Item Name  | Quantity  | Estimated Cost (Inclusive of all taxes and charges) |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |
| **Total** |  |
| **Committee composition:**1. Procurement for items costing above Rs. 25,000/- (below committee)
2. Member I:
3. Member II:
4. Member III:
5. **Procurement for items costing above Rs. 2.5 Lakhs** (the following members in addition to above three members as mentioned in A)
6. AR/ DR SPS
7. AR/ DR R&D

**Declaration:**a) I have taken consent from all members of PFC. b) Proposed items of procurement are in line with the sanctioned order of the funding agency. c) Procurements will be made as per the Institute procurement rules.**Note:** As per Circular no. IITJ/DIR/2019-20/01 dated 28 September 2019, Pre Audit is required in the following purchase cases : 1. Pre-Audit of Purchase file above Rs. 2.50 Lakh;
2. Pre-Audit of purchase files relating to Proprietary Article Certificate (PAC) / Single Tender Enquiry, irrespective of amount.

**Note:** Procurement will be done as per purchase SOP of the institute and IITJ-UB project guidelines. |
| Submitted for Fund Approval for procurement of items as mentioned above.  |
| ***Signature of PI*** |

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| **For Office Use** |
| Project No: |  |
| Fund Approval No: |  |
| Remarks:  |