***No.***

***Dated:***

**Application for accord of administrative approval (purchase of goods/software)**

1. **Department:**
2. **Items required to be procured:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Description of item** | **Specifications** | **Quantity** | **Rate/Unit** | **Approx.****cost (Rs)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Estimated Cost (Rs.) including GST** |  |

**Grand Total Amount (Words):**

1. **Necessity:** - (*Please Justify the Purchase)*
2. **Mode/Proposal for procurement: -** *(GeM /Rule 155 of GFR 2017/GFR 166 (i) (iii) of 2017 as applicable.)*
3. **Head of account to which the cost of the equipment is debit-able:** (*Please write the debit head)*
4. **Proper / Sufficient space is available with the Department / section for installation: -** *Yes/No*
5. **Additional staff required: -** *Yes/No*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Indentor)**

**Recommendation of the HOD/HOC**

Forwarded in original for accord of administration approval for procurement of items listed above.

**Remarks regarding Fund Position from Accounts Section**

**Submitted to Director for the accord of administrative approval**