



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)
1.					
2.					
Total Estimated Cost (Rs.) including GST					

Grand Total Amount (Words):

3. Necessity: - *(Please Justify the Purchase)*
4. Mode/Proposal for procurement: - *(GeM /Rule 155 of GFR 2017/GFR 166 (i) (iii) of 2017 as applicable.)*
5. Head of account to which the cost of the equipment is debit-able: *(Please write the debit head)*
6. Proper / Sufficient space is available with the Department / section for installation: - *Yes/No*
7. 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