GOVT. HYDRO ENGG. College– Bandla, Bilaspur (H.P.)

Requisition/ Sanction Form for Store Purchase

SOE : **SWF** **M&S** **M&E** **OE** **MV** **Other ……..**

Tick One : ☐ ☐ ☐ ☐ ☐ ☐

1. Department : _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Date : _ _ _ _ _ _ _ _ _ _

2. Detail of the required Machinery/ Equipment/ Material/ Other Item:

S.No.	Name of the Item with specification	Qty.	Rate per Unit (Approximate)	Amount
	Total			

3. Documents/ Specification attached : …….

4. Justification of requirement (use separate sheet if needed):
   ……

   Signature of the Demanding Officer/ Official : _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Date : …… Name & Designation : _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

5. Recommendations of H.O.D./ OIC/ Section Head:
   ……

   Signature of H.O.D./ OIC/ Section Head : _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   Date : …… Name & Designation: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

6. Certified that the above items are **available / not available** in store.

   Store Keeper: _ _ _ _ _ _ _ _

7. Sanction of ₹ _____ accorded/ not accorded:

   Remarks : ……..

   Date : …….. Signature : _ _ _ _ _ _ _ _ _ _ _

Director-cum-Principal
Govt. Hydro Engg. College
Bandla, Bilaspur HP