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

Requisition / Demand / Sanction Form for Store Purchase

Department : _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Date : _ _ _ _ _ _ _ _ _ _

Detail of the required Material/ item:

Sr. No.	Description of item	Qty. Reqd.(Nos.)	Approx. Cost/item (in Rs.)	Approx. Amount (in Rs.)	Purpose of purchase
1.					
2.					
3.					
4.					
5.					

Demanding officer/official Recommending officer/official

(Sign. and Name with Designation) (Sign. and Name with Designation)

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

Store Keeper Store Officer

Sanction of Rs. _____ Accorded / Not accorded

Head of Account to which Expenditure will be debitable:- SWF / OE / M&S / Other_____

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