

ANNEXURE-I**Proforma for Sending Demand for the Purchase of Items to Store Purchase Organization**

| Sr. No. | Subject | | | |
|---------|--|--|--|--|
| 1. | Name of the Office | | | |
| 2. | Date of receipt of funds | | | |
| 3. | Date of submission of proposal for financial sanction | | | |
| 4. | Date of receipt of financial sanction | | | |
| 5. | Name of the item required to be purchased | | | |
| 6. | a) Qty. required. b) Balance in hand. c.) Justification for increase. | | | |
| 7. | Approximate Cost per unit. | | | |
| 8. | Detailed specifications. | | | |
| 9. | Preference for any particular make/brand if any, along with reasons. | | | |
| 10. | Is the Item in use in other Dept./Office of the CCSHAU and if so, what is the performance of the item? | | | |
| 11. | Name and address of the reputed Manufacturers/Authorized Stockists/Dealers of the item, if known. | | | |
| 12. | Date by which the Dept./Office would want the items | | | |
| 13. | It is certified that the funds are available in the budget of the Dept. for the year -----and Financial Sanction has been obtained to meet the expenditure on purchase of the items(s) | | | |

Head of the Department

Endst. No. _____ Dated: _____

Forwarded to the Director(S&P), CCSHAU, Hisar for placing orders of the items given in the above proforma.

Head of the Department

ANNEXURE-2

Proforma for Obtaining Financial Sanction for the Purchase of Non-Recurring Items

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|----|---|--------------------|--------------------------------|-----------------|-------------------|
| 1. | Name of the Department/Office. | | | | |
| 2. | No. & Title of the Scheme. | | | | |
| 3. | Details of items for which Financial Sanction is applied for : Particulars of items | | | Quantity | Cost (Rs.) |
| | Sr. No. | Particulars | Specification(s) if any | | |
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| 4. | For purchase of Machinery & Equipments: | | | | |
| | i. Whether above articles are already available in the Department or not ? | | | | |
| | ii. If no, whether any other arrangement can be made in coordination with Other Department to carry on the work ? | | | | |
| | iii. If similar equipment is already available. Justification for additional purchase | | | | |
| | iv. In case of replacement or requirement, whether the equipment already in stock is beyond economical repairs ? | | | | |
| | v. Whether the purchase would involve additional recurring, installation charges ? If so, details thereof and how it is proposed to be met. | | | | |
| | vi. Information about the existing Farm Machinery & Equipment and their usage. | | | | |
| 5. | For change of equipment: | | | | |
| | i. Details of Equipment/item presently approved for purchase. | | | | |
| | ii. Details of Equipment/items now required to be purchased in place of earlier demand. | | | | |
| | iii. Complete justification for the purchase of the proposed Equipment. Also elucidate how the work is being carried on in the absence of the proposed equipment? | | | | |
| 6. | For proposals initiated during the last quarter of the financial year (i.e. January, February & March) | | | | |
| | i. Reasons due to which sanction obtained earlier could not be used. | | | | |
| | ii. Whether the funds can be got declared as non-lapsable? | | | | |
| 7. | Reference to the delegation of powers under which Vice-Chancellor's approval is needed. | | | | |
| 8. | CERTIFICATES: | | | | |
| | i. Certified that the funds for the above purchase exist in the current year's budget under the above Scheme and no additional allotment of funds is needed. | | | | |
| | ii. Certified that the purchase shall be made as per | | | | |

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| | procedure prescribed by the University | |
| | iii. In case of ICAR/Other Agency Scheme Certified that items proposed to be purchased are as approved by the Funding Agency and as per the terms and conditions laid down for the said Scheme. | |
| | iv. In case of purchase against Non-lapsable Funds Certified that the items proposed to be purchased are the same as were got approved at the time of getting Funds declared Non-lapsable (in case of any variation, detailed justification there of) | |

Head of the Department

Controlling Officer