

Department of \_\_\_\_\_

No. \_\_\_\_\_

Date \_\_\_\_\_

Subject: Approval for Purchase of Items related to PhD Research Project

The Vice Chancellor is requested to approve the purchase of following items for the research project of PhD Scholar Mr./Ms. \_\_\_\_\_ (Registration No. \_\_\_\_\_) of \_\_\_\_\_ Department within the estimated cost of Rs. \_\_\_\_\_ :

Sr. No.	Items	Estimated Cost
1.		
2.		

Expenditures will be incurred out of the allocated amount of Rs. \_\_\_\_\_/= (in words) vide Notification No. \_\_\_\_\_ Dated \_\_\_\_\_. The purchase will be made by observing all the codal formalities outlined in the Purchase Rules, and the Payment Bill will be submitted to the Treasurer through the Office of Research, Innovation and Commercialization.

Supervisor \_\_\_\_\_

Chairperson, Department of \_\_\_\_\_

Dean of Faculty \_\_\_\_\_

Budget Allocation :	Rs. _____
Previous Expenditure:	Rs. _____
Present Expenditure :	Rs. _____
Total Expenditure :	Rs. _____
Balance :	Rs. _____
Asst. Director ORIC:	_____

Director ORIC \_\_\_\_\_

Vice Chancellor \_\_\_\_\_