



ICAR-Central Agroforestry Research Institute Jhansi :: Uttar Pradesh

Proforma for Purchase and Maintenance

(seeking permission for procurement of non-consumable/non-recurring and recurring/consumable etc. including repair and services from Institute Budget and from Projects, Consultancy, Training programs, etc.)

1. Name & Designation of the applicant:

2. Programme/Lab/Section/Unit:

3. Please tick the relevant:

New item

New item to
be serviced

Old item to
be repaired

Old item
to be
serviced

Any others;
Please indicate

4. Details of the proposal with due justification: (If new proposal, please provide details of item with specifications; If old item to be repaired or serviced, please indicate the year of procurement, whether it is from project or institute grants, dealer from whom it was purchased/procured; warranty status; problem with the item, justification, etc.)

5. Is it entered in the stock register in Lab and also in Central Stores: YES/NO

If Yes, please indicate a) Laboratory Register Number :

b) Central Store Register Number:

If new purchase, please indicate the Register number where it will be entered after purchase:

6. Cost of the item procured/Estimated Cost of the Item/service: YES/NO

Tentative financial liability: Rs.

7. Source of finance: Institute/Project/Sponsored programs/if, any others - give details

Signature of the proposer with date

Remarks/Recommendation of the Controlling Officer/Programme Leader:

Signature with date

In-principle approval granted/In-principle approval not granted

Director