



**ATAL BIHARI VAJPAYEE-**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT**  
**GWALIOR (M.P.)**  
**(Autonomous Institute of Government of India)**

**INDENT CUM ADMINISTRATIVE APPROVAL SHEET**

1. Item required (without Brand Name) : .....
2. Purpose/Justification : .....
3. Detailed specification of the item required  
(Without mentioning the brand name) : .....
4. Quantity (Approx.) : .....
5. Cost (Approx.) : .....
6. Budget Head :  Institute  Project  
**If Project,**  
Name of Project : .....  
Budget Sub Head : .....  Amount .....  
Additional Information (If any) : .....
7. If item is proprietary in nature  
(Attach Certificate as per enclosure) : .....
8. If the item is in DGS&D then Brand  
Justification to be provided by the  
Indenter. Give copy of DGS&D  
Notification : .....

**Note: - If the brand name of the item is mentioned then it becomes Proprietary item for which Proprietary Certificate has to be given.**

1. Person Requesting: .....
2. Dept. / Unit: .....
3. Signature: .....
4. Signature HoD/Project Leader: .....

9. Store In Charge (Item Available) :  Yes  No  
Name & Signature : .....



**ATAL BIHARI VAJPAYEE-**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT**  
**GWALIOR (M.P.)**  
**(Autonomous Institute of Government of India)**

10. Availability of Funds in the Proposed

Budget Head

:

Yes

No

Name & Signature

:

..... (Finance & Account Section)

**REGISTRAR**

**DIRECTOR**

**Instructions**

1. Duly filled in Indent complete in all respects will be submitted by the Indenter for in principal approval of the Competent Authority.
2. The Indents approved by the Competent Authority will be processed as per approval.
3. The Indenter will be invited in Purchase Committee whose indents are being processed by the SPC.
4. Wherever required the technical committee will be formed by the Competent Authority for Finalization of the specifications and further evaluation of the technical bids.
5. Before final issue of Purchase Order the Draft Purchase Order will be sent to the Indenter for his Concurrence.
6. The copy of the P.O. will be marked to the Indenter, Stores, and Finance & Accounts.
7. Product will be received in the Store along with original bill.
8. The Indenter will submit the Technical Verification / Installation Report within 7 days of receipt of material.
9. The stores will make the stock entry of the material within 3 days of the receipt of Technical Verification / Installation report.
10. The Purchase Section will process the bill for payment within 3 days of receipt of bill along with stock entry and Technical Verification / Installation report.
11. The Accounts Section will make the payment within 3 days of receipt of bill.