



AUDIT VETTING AND FUND BOOKING FORM

1. Name of Deptt/Section/Center:
2. Name of Laboratory:
3. Requisition ref No.:
4. Ref. of Tender:
5. Tender Notice No. : NITJSR/: Dated:
6. CPP Portal Tender ID No. :

INSTITUTE FUND		RECURRING	
PROJECT FUND		NON RECURRING	

Sl.NO.	Description of Goods/Service (Name in brief)	Rate	Qty.	Total Value in Rs.

Rs.....

1. Routine purchase procedure followed : YES / NO
2. If no, give justification (in case of a proprietary Item necessary certificate to be furnished) :
3. Purchase order/Work Order to be placed on :
4. Validity of quotation up to :
5. Terms of payment recommended :
6. **In case of foreign purchase**
 - i). Name and address of the Indian Agent :
 - ii). Percentage of agency commission, if any :

Signature of P.I. (in case of Scheme/Project/
 Consultancy Work/Lab) With Seal.

Signature of HOD/HOC/HOS
 With Seal.

7. **Fund Availability** **Equipment/Furniture/Operating**

Total grant received/allotted : Rs.

Total expenditure incurred including : Rs.

Balance available : Rs.

COMMENTS OF PRE – AUDIT UNIT

1. Vetted / Not Vetted : Yes / No

2. Observations, if any :

3. Terms of Payment :

4. Fund Booked : Rs.....Under Plan/Non Plan
Vide page no.....of the relevant register.

5. Proposal vetted and fund booked under proper H/A.

Asstt. Registrar (Accounts)

Auditor

Proposal Recommended /Not Recommended.

Registrar

The above purchase is approved.

(Sanctioning Authority)
(Director/Dean(s)/ Registrar
HOD/HOC/HOS(to specify)

To,
Asstt Registrar (S&P)

For issuing Purchase/work order:

Description of Goods

INDEGENOUS PURCHASE

Sl.No.	Description of Goods/Services	Model & No.	Qty.	Rate/Unit	Total Cost (Rs.)
01.					
02.					
03.					
Total Rs :					
GST					
Grand Total Rs.					

1.1. GST (in case of Scientific Equipment/Computers
 GST Exemption Certificate will be Provided by the Institute) : Rs.

- 1.2. Packing & Forwarding Charges : Rs.
- 1.3. Freight Charges (if applicable) : Rs.
- 1.4. Insurance (if applicable) : Rs.
- 1.5 Other Charges, if any. : Rs.

(1.0 – 1.5) GRAND TOTAL : Rs.

(Rupeesonly).

(Name & Signature of indenter)

Designation with seal.....

Deptt of