



नेशनल इंस्टिट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)
NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY
(An Autonomous Institute of Govt. of India Under the MHRD Department of Secondary & Higher Education, New Delhi)
हटिया, राँची – 834003 (झारखण्ड) / HATIA, RANCHI – 834 003 (JHARKHAND)

भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION

Form No. – SP/02

FORM FOR PAYMENT FOR PURCHASE OF GOODS UNDER GFR-154
(WITHOUT QUOTATION)

Subject: Purchase of
(Name of Goods under GFR-154)

I require the following item(s), the indent of which has been approved by **HOD/Section In-charge / REGISTRAR** on.....

Sl. No.	Name of Item(s)	Quantity
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		

I have purchase the above item(s) on competitive and reasonable rates incurring expenditure of Rs./- in words (Rupees only).

I have recorded necessary certificates on the reverse of the bill(s). You are requested to arrange to make payment to M/s.: (Name of Firm) for Rs. /- at the earliest, out of Institute / RP..... / IND fund.

Date:

Signature of indenting Officer

Name:

Designation:

For Office Use Only

Necessary approvals, Certificates required Under GFR-154 Checked & Found in order. Good(s) has / have been entered in Consumables / Non-Consumables Stock Register at Ledger No.: and has been issued to indenting Officer vide Issue Slip No.: Dated: /Sl. No.:

Expenditure of Rs.: out of Institute / RP / IND / Contingency (PhD / NPFD) may be sanctioned.

Dealing Assistant

Asst. Registrar (S&P)

REGISTRAR