

**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

Letter No/Proposal No. IMU-MPC/Purchase/2022-23/ Date: _____

Subject:-Proposal for Administrative Approval/Expenditure Sanction for Purchase of Goods/Material / Equipment / Machinery [*The definition 'goods' used in this document includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipments, industrial plant, etc., purchased or otherwise acquired for the use of the campus but excludes books, publications, periodicals, etc., for a library.*]

A. Details of Goods and Required.

Sr. No.	Details of Goods and Required Technical Specification	Qty.	Total Estimated Cost & Taxes	Present Stock

B. Justification & need for good:

[Signature of requester/ office/dept/section / individual requesting goods]

[Signature of stores In-charge, O/S]

Mandatory checks to be made before concurrence of the proposal:

1. Item to be procured is of the nature of : Capital Revenue
2. Is budget provision available:
- If no budget provision administration may be requested to draft a letter for IMU-HQ for inclusion of this item in the capital budget before initiating proposal.
3. Is the fund available for the proposal.
- If no funds available, finance section to draft letter for IMU-HQ requesting for funds for this proposal.

Assistant (Finance)

As per fund availability, delegation of financial powers items no and the availability of funds, the AA/ES may/may not be accorded by Campus Director / Vice chancellor (*Strike which is not applicable*) for purchase of above goods/services. The expenditure may be met out of Plan/Non-plan/...../Campus development funds.

**AR (Finance)
IMU Mumbai Port Campus**

Submitted to Deputy Registrar/Purchase Officer, IMU Mumbai Port Campus

Remarks/Recommendations of the Deputy Registrar/Purchase Officer:

I do /do not recommend the proposal for Administrative Approval

**Deputy Registrar/Purchase Officer
IMU Mumbai Port Campus**

Order of the Director, IMUMumbai Port Campus:

I **do/do not** approve the proposal for Administrative approval / Expenditure Sanction.

Director, IMU Mumbai Port Campus

Date of approval

[This AA/ES is subject to following conditions

1. The amount sanctioned for purchase of goods to be used for these items only as per specification and not for other items.
2. Entry of goods to be made in appropriate stock register.
3. Purchase procedure as stipulated in GFR2017 to be strictly followed.
4. For purchases costing upto Rs. 25thousand to 3 lakhs, Approval of campus purchase committee is not necessary and the Campus Director can himself grant approval but the proposal / file should necessarily be routed through the Assistant Registrar (Finance) and the Deputy Registrar/Purchase Officer IMU Mumbai Port Campus.
5. For Items costing upto Rs 2.5 Lakh, The local purchase committee may do spot purchase/collect quotations after obtaining AA/ES and provide the reasonableness certificate as per GFR.
6. For Items costing between Rs 2.5 Lakh and Rs 20 Lakhs, Approval of purchase committee constituted for the campus is necessary.
7. If an approval goods are not procured is not commenced within six months from the date of AA/ES, fresh approval has to be obtained.
8. Final Bill should contain following documents;
 - Copy of NIT, Request for quotations, report of survey
 - Reasonableness certificate from local purchase committee
 - Copy of comparative statement
 - Copy of AA/ES
 - Copy of PO
 - Original Invoice and delivery challan
 - Copy of stock/asset register