

**INDIAN MARITIME UNIVERSITY****MUMBAI PORT CAMPUS****Version 1.2**

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

**A. Details of Goods and Required.**

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

**B. Justification / reasons for procurement**

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

**c. Reasons for not procuring via GeM**

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

\*\*\*\*\* **To be filled by AR (Finance)/ Finance Section** \*\*\*\*\*

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.

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, IMU Mumbai Port Campus:

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

Director, IMU Mumbai Port Campus

Date of approval .....

Procurement of Goods as per Rule 154 GFR

"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

**The bills are attached**

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

Stock entry made and receipt is checked. Items are received in good condition and handed over to .....

Register page no .....

Purchase / Stores

Necessary entries are made in the Ez Card register and the summary sheet is updated. Procurement completed | Voucher - Record to be kept in accounts

Accounts