

काशी हिन्दू विश्वविद्यालय Banaras Hindu University
 प्रायोजित शोध एवं औद्योगिक परामर्श प्रकोष्ठ Sponsored Research and Industrial Consultancy Cell

REQUISITION FOR PURCHASE OUT OF PROFESSIONAL DEVELOPMENT FUND
 (for purchase by the Department; under para _____ of SRICC's Notification dated _____)

1. Applicant Details				
(a)	Name		(b)	Employee No.
(c)	Designation		(d)	Department
(e)	Faculty		(f)	Institute
2. Balance available under PDF of the Applicant (Rs.1,20,000/- minus expenditure already incurred/ committed)				
3. Proposal				Anticipated Expenditure
(a)	<input type="checkbox"/> Request for procurement of following items under-Purchase of Books(Books/e-Books/Journals/stationary)			
(b)	<input type="checkbox"/> Request for procurement of following items under- Purchase of Device (Laptop/Tablet/Printers/Scanners etc)			
Enclosures: For (a)- <input type="checkbox"/> -List of Books/eBooks/Stationary proposed to be purchased under the Book Purchase Policy			For (b)- <input type="checkbox"/> -Technical Specification of the device(s) proposed to be procured by the Department	

The above items may be procured by the Department out of Professional Development Fund allotted to me.

Date:

Signature of Applicant

4. For use by the Department's Office

Purchase process of above items may be initiated as per GFR 2017. On delivery of items ordered, items may be entered in the Department's appropriate stock book and issued to the aforesaid faculty member. Thereafter, Bill for Payment may be drawn on Form AR 37 and sent to SRICC for payment.

Date:

Head/Coordinator
Department/School/Centre

Section Officer