



Indian Institute of Technology Kharagpur
Administrative Approval For Procurement (FORM - A)

FBR/2022-2023/IIT/14675

Booking Request ID:FBR/2022-2023/IIT/14675

Booking ID:FBK/2022-2023/IIT/14001

Name of Indentor : Anirban Biswas (19007)
Designation : Senior Executive Officer Grade-I
Organisation : Indian Institute of Technology Kharagpur
Cost Center : International Relations
Project : Not Applicable

Budget Information : Maintenance Fund

Item Description : Being amount paid to Sujata Enterprise (V/2018/832) towards stationery purchase for office use. vide bill no-628 dt 15-08-2022

Total Estimated Value : 771.00 [Rupees Seven Hundred Seventy One Only] /-

Status : Approved

Justification(add extra sheet if required) :

summarized position of allocation

Total Allocated Amount	Cumulative Booked Fund	Available Balance	Total Concurred	Creation Information
1284518.00	494639.00	789879.00	493868.00	19007 28-12-2022 04:17 PM

Date: 24/1/23

Signature of The Indentor)

Shri Anirban Biswas
Senior Executive Officer (Gr-I)
IIT Kharagpur

If Proposal upto 600000 /-

Date: 30/1/23

Approved

(Signature and Seal of the ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICS / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE)
Indian Institute of Technology Kharagpur

Approved

If Proposal above 600000 /-

Date:

Recommendation of the /ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOIPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICS / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRTH/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE

(Signature with Seal)

Approved

Deputy Director

Date:

(Director)

FINANCIAL POWER FOR APPROVAL

SUJATA ENTERPRISE

RABINDRAPALLY, P.O.- HIJLI
KHARAGPUR, PASCHIM MEDINIPUR
PIN-721306

Mobile: 8016874514
e-mail- kharagpur9932@gmail.com

To O.I.R.
H.T. Kharagpur

Composition Taxable Person, Not Eligible to Collect Tax on Supplies.

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs.	P.
1.	Highlighters	5ps	30	150	00
2.	Black gel pen	5ps	15	75	00
3.	Whitener	3ps	35	105	00
4.	Binders clips 2 19mm	2pkt	35	70	00
5.	papers clips	3box	15	45	00
6.	Board pins	1box	45	45	00
7.	Black Marker	2ps	25	50	00
8.	White board Marker (Blue and black)	2ps	33	66	00
9.	Magnetic white board duster	1ps	165	165	00
GSTIN No - 19ESCPD3647A1Z3 Vender Code : V/2018/832 PAN No. - ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020			TOTAL	771	00

pees in Word Seven hundred Seventy One Only

Bill No. 623 Date 15.08.2022

Bill No. Date

Order No. Date

E.&O.E.

Sujata Dey
For Sujata Enterprise

ate:

(Director)

FINANCIAL POWER FOR APPROVAL

02 SEP 2022
86

Official purposes

प्रमाणित किया जाता है कि निर्दिष्ट आदेशानुसार दी गई विल में उल्लेखित वस्तु सही अवस्था में प्राप्त की गई है और इस उपर्युक्त स्टॉक रजिस्ट्रार के पृष्ठ संख्या..... क. संख्या..... पर दिनांक को दर्ज किया गया है।
Certified that the articles billed for herein have been received in good condition and according to the specification ordered for and have been duly entered in the appropriate Stock

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