



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

FBR/2022-2023/IIT/5660

Booking Request ID:FBR/2022-2023/IIT/5660

Booking ID:FBK/2022-2023/IIT/5380

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 purchase of register book for keeping official record. vide bill no-581 dt 01-07-2022

Total Estimated Value : 280.00 [Rupees Two Hundred Eighty 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
298000.00	166840.00	131160.00	166560.00	19007 22-07-2022 05:13 PM

Date:

25/7/22

(Signature of The Indentor)

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

If Proposal upto 600000 /-

Approved

Date:

28/7/22

(Signature and Seal of The ALL DEANS OTHER THAN DEAN(SRIC)/HoD / HoC / HoS / DEAN (VGSOM) / DEAN (RGSOPL) / REGISTRAR/ALL CHAIRMAN/ CHAIRPERSON/ HEAD CIC / HEAD IIC / PRESIDENTS TSG / ALL PICS / CHIEF ENGINEER IW/LIBRARIAN/ PMO, BCRT/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE)

भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

If Proposal above 600000 /-

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

Date:

(Signature with Seal)

Approved

Deputy Director

(Director)

Date:

FINANCIAL POWER FOR APPROVAL



Indian Institute of Technology Kharagpur
Finance Section

Booking Request ID:FBR/2022-2023/IIT/5660

Booking ID:FBK/2022-2023/IIT/5380

Dept./Centre/Section/School/Unit : International Relations
Project : Not Applicable
Proposal For : Being amount paid to Sujata Enterprise (V/2018/832) towards purchase of register book for keeping official record. vide bill no-581 dt 01-07-2022
Fund Type : Maintenance Fund
Fund Sanctioned For This Proposal : 280.00 [Rupees Two Hundred Eighty Only] /-
Status : Approved
Order Id (If Any) : No Order Has Been Given To This Concurrence On: 22-07-2022 05:15 PM
Remarks By Approving Authority :Auto Concurrence / Approval Of The Booking Has been Made

Financial Concurrence

Financial Concurrence Id :FBK/2022-2023/IIT/5380

Financial concurrence is accorded for Rs. : **280.00 [Rupees Two Hundred Eighty Only]** /- under the head **No Head of Account(0)** for the year **2022-2023**, subject to Sanction of Expenditure.

Concurrence By:

J.A.O

Executive / Superintendent

Assistant Registrar (F)

Deputy Registrar (F&A)

Registrar

Deputy Director

Sanction of Expenditure

Sanction of Expenditure is accorded for Rs. 280.00 [Rupees Two Hundred Eighty Only] /- for issue of Work Order / Purchase Order

VI/s.....

Signature with Seal:

Approved By: Director/Dy. Director/Dean/HOD/HOS/HOC/PIC/Chairman/Registrar/Head of Section or Units

IB: Copy of this approval should be attached with the bill and send to the Accounts Section for payment.

BILL

SUJATA ENTERPRISE

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

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

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

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

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs. P.	
1.	10 No Register book	1 Nos	160	160	00
2.	8 No Register book	1 Nos	120	120	00
GSTIN No - 19ESCPD3647A1Z3 Vender Code : V/2018/832 PAN No.- ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020		TOTAL		280	00

Rupees in Word Two hundred eighty Only

Bill No. 581 Date 01.07.2022

Challan No. Date

Order No.

..... Date

E.&O.E.

Sujata Dey
For Sujata Enterprise

Date:

(Director)

FINANCIAL POWER FOR APPROVAL



Registers have been
procured for maintaining
records for OIR
Shakebati
05/07/22

Chandra Chelma



INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR
FINANCE & ACCOUNTS SECTION

OBSERVATIONS WHILE PROCESSING BILLS

Dated: 05.08.2022

Stock entry certificate may be provided at the back of invoice.

Booking ID: 1. FBK/2022-2023/IIT/5380, Rs.280/-

JAO(DU)

AR(A/Cs)

Dean Outreach

The stock has been entered into the register. The bill may now readily be processed.

Chaitanya Chandra
8/8

सह-संकायध्यक्ष (अंतर्राष्ट्रीय संबंध एवं श्रेणी)
Associate Dean (International Relations & Ranking)
भा.प्रौ.सं. खड़गपुर/IIT Kharagpur

