



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

FBR/2022-2023/IIT/17324

Booking Request ID:FBR/2022-2023/IIT/17324

Booking ID:FBK/2022-2023/IIT/16537

Name of Indentor : Shruti Singh Parihar (16066)
Designation : Executive Officer
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 supply of stationery items for office use. vide bill no- 704 dt 02-11-2022

Total Estimated Value : 1481.00 [Rupees One Thousand Four Hundred Eighty 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	1051808.00	232710.00	973572.00	16066 06-02-2023 10:48 AM

Date:

Shruti
8/2/23
(Signature of The Indentor)
Shruti Singh Parihar
Executive Officer
Emp. Code: 16066

If Proposal upto 600000 /-

Date: 14/2/23
Anta Chandra

प्राध्यापक जयन्त मुखोपाध्याय
Prof. Jayanta Mukhopadhyay
संकायाध्यक्ष आउटरीच (पूर्वछत्र मामले)
(Signature and Seal of the 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, BCRT/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE)

Approved

If Proposal above 600000 /-

Date:

Recomendation 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, BCRT/SE/JOINT REGISTRAR / DEPUTY REGISTRAR / Sr. EE

(Signature with Seal)

Deputy Director

Approved

Date:

(Director)

FINANCIAL POWER FOR APPROVAL

BILL

SUJATA ENTERPRISE

KABINDRAPALLY, P.O.- HIJLI
ARAGPUR, PASCHIM MEDINIPUR
PIN-721306

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

To O.I.R.

L.T. Kharagpur

RECEIVED
SUJATA ENTERPRISE
KABINDRAPALLY, P.O.- HIJLI
ARAGPUR, PASCHIM MEDINIPUR
PIN-721306

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

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs. P.	
1.	19mm binder clips	1 box	35	35	00
2.	25mm binder clips	1 box	55	55	00
3.	76 x 76 Sticky Notes	1 pkt	35	35	00
4.	25 x 76 Sticky Notes	2 pkt	43	86	00
5.	125 x 75 Sticky pad	1 pkt	95	95	00
6.	Fevistik	1 pu	30	30	00
7.	permanent markers	5 pu	15	75	00
8.	Black Gel pen	18 pu	20	360	00
9.	photo paper & loops	1 pkt	180	180	00
10.	pen stand	2 pu	130	260	00
11.	tissue roll	6 pu	45	270	00
			TOTAL	1481	00

GSTIN No - 19ESCPD3647A1Z3

Vender Code : V/2018/832

PAN No. ESCPD3647A

A/c No. 10400500073442

IFSC Code: PUNB0104020

pees in Word

One thousand four hundred eighty One Only

II No. 704

Date 02.11.2022

allan No

Date

der No

Date

E.&O.E.

Sujata Jay
For Sujata Enterprise

(Director)

Date:

FINANCIAL POWER FOR APPROVAL

Bh

~~26/11/2022~~

Shunt

Shruti Singh Parihar
Executive Officer
Emp. Code: 16066