



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

FBR/2022-2023/IIT/582

Booking Request ID:FBR/2022-2023/IIT/582

Booking ID:FBK/2022-2023/IIT/512

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 welcome kit for Nandita Barman. vide bill no-515 dt 04-04-2022

Total Estimated Value : 950.00 [Rupees Nine Hundred Fifty 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
124000.00	45319.00	78681.00	44369.00	19007 25-04-2022 01:17 PM

Date:

11/5/22

(Signature of The Indentor)

Shri Anirban Biswas

Senior Executive Officer (Gr-I)
IIT Kharagpur

If Proposal upto 600000 /-

Approved

অনুমোদিত প্রস্তাব
প্রস্তাবক জয়ন্ত মুখোপাধ্যায়

Prof. Jayanta Mukhopadhyay

Date:

13/5/22

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

Approved

If Proposal above 600000 /-

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

Date:

(Signature with Seal)

Deputy Director

Approved

Date:

(Director)

FINANCIAL POWER FOR APPROVAL

BILL

SUJATA ENTERPRISE

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

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

To ...O.I.R.

I.I.T. Kharagpur

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

Sl. No.	PARTICULAR	QNTY.	RATE	AMOUNT Rs. P.	
1.	Welcome kits Banana, Apple, pomegranate, Britannia cake, Biscuit packet, Maggi packet (big size), Bread, Jam (small), water bottle, Seateh bite, Dettol Handwash, Vim Gel (small), Garbage bags.	1 Nos	950	950	00
GSTIN No - 19ESCPD3647A1Z3 Vender Code : V/2018/832 PAN No.- ESCPD3647A A/c No. - 1040050007344 IFSC Code: PUNB0104020			TOTAL	950	00

Rupees in Word ...Nine hundred fifty Only

Bill No. 515 Date 04.04.2022

Challan No. Date

Order No. Date

E.&O.E.

Sujata Dey
For Sujata Enterprise

Date:

(Director)

FINANCIAL POWER FOR APPROVAL



प्रमाणित किया जाता है कि निम्नलिखित आदेशानुसार दी गई बिल में उल्लेखित
वस्तु सही अवस्था में प्राप्त की गई है और इसे उपयुक्त स्टॉक रजिस्टर के
पृष्ठ संख्या के अनुसार पर विनाक 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

Register Vide Page No. 03 Sl. No. 06 Dated 26/04/22

Welcome kit for
Nandita Barman
Phakarabaga
20/04/22

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

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