

Direct Purchase of Assets (Non-consumable)
To be included in Central Asset Registrar Maintained in Central Store
(To be routed through Accounts Section alongwith Bill)

Department/ Lab: _____ Date: _____

Budget Head and Code: _____

Sl.No. of direct Purchase in present F/Y: _____

Sl.No.	Particulars of Items/Equipment with Reference Letter Number and Date	Total Value of each Equipment including all Overheads expenses	Ledger folio No. and page No. of Department /Lab and Date	Remarks

Purchased from Institute /Project Fund: _____
 (if purchase from Project A/c, mention the Project No. _____
 and send it to DORD office)

Signature of Purchase/PI

Signature HoD

Name: _____

Tel No: _____

Email: _____

 (for the use of Account Section only)

Budget Head and Code

Lab Equipmetn:P-04A, computer Equipment:P-04B, Furniture: P-04C, General Equipment:P-04D

Passed/Not Passed for the Payment

Signature and Seal of I/C) Account Section)
