



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
HOSHIARPUR CAMPUS
REQUIREMENT PERFORMA
Financial Year: 2017 - 2018

DEPARTMENT: _____ SECTION/BRANCH: _____

Sr. No	Description of Item /Items	Qty.	Approx. Rate Per Item	Total Approx. Cost Rs.	Remarks

Amount in words (Rs. _____) **Grand Total** _____

Recommended /Not Recommended

(Signature)

Name: _____

Designation: _____

(Head of the Department)

Name:

Head of Expenditure: _____ Consumable/Non Consumable (v) as available (as per Budget)

Dealing Clerk/SA

Following Committee is proposed

- 1.
- 2.
- 3.
- 4.
- 5.

Registrar

NOTE: - The Purchase may be affected as per I.K.G.PTU purchase rules. The bills may be submitted to Accounts section duly verified & entered in the respective ledgers/stock registers for arranging the payment.aaa