

GOVERNMENT ENGINEERING COLLEGE IDUKKI

REQUEST FOR CONDUCT OF VFS/STTP, PURCHASE OF STORES, EXECUTION OF MAINTENANCE/REPAIR WORKS

1	Name of department/office.	CS	EE	EC	IT	ME	Office	Others (Specify)	
2	Name of the Programme/Lab/Office/Section related to the proposal.	B. Tech.		<i>Lab/Section Name</i>					
		M. Tech.		<i>Lab/Section Name</i>					
		Office		<i>Lab/Section Name</i>					
		Others		<i>Lab/Section Name</i>					
3	Name of course, items/facilities to be procured/constructed (<i>indicate overleaf or attach separate list, if necessary</i>).								
4	Estimated cost (<i>attach separate sheet, in case of multiple items</i>)								
5	Are the proposed items already available in the department/office?	<i>Yes/No (only for procurement/construction)</i>							
6	If the items are available but not working, whether proposal for repair was submitted before, and the details thereof.								
7	If the item/s is/are unserviceable, whether KFC 21 was submitted before, and the details thereof.								
8	Justification for the proposal with name & code of the specific course/s benefitted. If necessary, indicate overleaf or attach separate sheets.								
9	Suggested Head of Account.								
10	Whether advance is being taken from PTA/CDF. If so, furnish reasons.								
11	Name, designation & dated signature of proposer/initiating officer.							Date: <input type="text"/>	
12	Name, designation, dated signature and remarks of Lab-in-Charge/Section officer.							Date: <input type="text"/>	
13	Name, designation, dated signature and remarks of HoD/HoS.							Date: <input type="text"/>	

PROPOSAL DETAILS

RECOMMENDATION

CHECK LIST

1	Whether item-wise detailed specifications, estimated cost and drawings/sketches (if relevant) included in the proposal.	
2	Whether relevant minutes of the Department Purchase Committee Meeting enclosed (for proposals of value > Rs. 15,000/-)	

REMARKS OF PRINCIPAL/OFFICE SECTIONS

Principal						Allotted Head of A/C	
Office Sections	<i>BI</i>	<i>PI</i>	<i>P2</i>	<i>JS</i>	<i>SS</i>	<i>AO</i>	<i>AA</i>