**Direct Purchase of Assets (Non-consumable)**

**To be included in Central Asset Registrar Maintained in Central Store**

*(To be routed through Accounts Section along with Bill)*

Department/ Lab: ___________________________  Date: ___________________________

Budget Head and Code: ___________________________

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

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

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**

Name: ___________________________

Tel No: ___________________________

Email: ___________________________

**Signature HoD**

(for the use of Account Section only)

Budget Head and Code
Lab EquipmenP-04A, computer EquipmentP-04B, Furniture: P-04C, General EquipmentP-04D

Passed/Not Passed for the Payment

**Signature and Seal of I/C) Account Section**