# Indian Institute of Technology Kanpur

**Approval of Purchase Committee**

(Purchase above Rs. 2.5 Lakhs)

Details of the product to be purchased

<table>
<thead>
<tr>
<th>Budget head (Tick one)</th>
<th>1. Non-Consumable</th>
<th>2. Limited Time Asset</th>
<th>3. Consumable</th>
<th>4. Services</th>
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<table>
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<tr>
<th>Name of item</th>
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<table>
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<tr>
<th>Estimated Cost (approx.) *</th>
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<th>Disbursement AC Details</th>
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*Above estimated cost is based on the last purchase price/informal market survey for the said item/similar item.

The following purchase committee may kindly be approved:

**Technical Evaluation Committee:**

1. ____________________________ (PI/Indenter)

2. ____________________________ (HOD)

3. ____________________________ (One Faculty member-preferably from another department, who has knowledge in the respective field)

**Financial Evaluation Committee:**

1. ____________________________ (PI/Indenter)

2. OIC (S&P) or nominee

3. OIC (Internal Audit) or nominee

4. OIC (F&A or DORD, as the case may be) or nominee

**Signature of the PI/Indenter**

<table>
<thead>
<tr>
<th>Name</th>
<th>____________________________</th>
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<tbody>
<tr>
<td>Department</td>
<td>____________________________</td>
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**Approved [ ]**  
**Forwarded [ ]**

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<tr>
<th>Approved</th>
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<td>(up to Rs. 10 lakhs)</td>
<td>FC/BOG</td>
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**PI(for R&D project purchases)**

/Deans/Registrar/Librarian/HOD/HOS

**PI(for R&D project purchases)**

/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 10 Lakhs

**PI(for R&D project purchases)**

/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 50 Lakhs

**PI(for R&D project purchases only)**

: upto Rs. 1 Cr

**PI(for R&D project purchases only)**

: upto Rs. 20 Crores

**PI(for R&D project purchases)**

/Deans/Registrar/Librarian/HOD/HOS: Full Powers

**As per DFPRs-2022, Power to approve the Purchase is as follows:**

a) PI (for R&D project purchases)/Deans/Registrar/Librarian/HOD/HOS: upto Rs. 10 Lakhs
b) ADRD (for R&D project purchases): upto Rs. 50 Lakhs
c) DORD (for R&D project purchases only): upto Rs. 1 Cr
d) Dy. Director: upto Rs. 1 Cr  
e) Director: upto Rs. 20 Crores  
f) FC & BOG: Full Powers