



# D.A.V. COLLEGE OF EDUCATION

Permanently recognised by NCTE & Panjab University

D.A.V. Campus Abohar (Punjab)

## Procurement/Purchase request, order and pursuance

Order No. \_\_\_\_\_

Dated: \_\_\_\_\_

Request for new infra-structure details as per follows:

1. Purpose
2. Approximately how many persons will be utilizing/benefited /from it.
3. Requirement/s (extra page can be attached)
4. Number of units (if applicable)
5. Type if any
6. Specific Brand if any
7. It is Consumable / non-consumable
8. Evaluation and remarks by the concerned teacher / instructor/ committee.

Geniuses of demand Yes/No

Feasibility Y/N

Estimated Cost

9. Principal's remarks: Approved/disapproved

Signature with date

.....  
10. Completion of the task (Date & extent):

11. Approved for payment by Teacher/s/Committee:

Requested by

Recommended by

Approved by (Head Purchase committee)

12. Head of the institution (signature with date): \_\_\_\_\_

Note: The person requesting is liable to ensure procurement, storage, and entering in the appropriate stock register .



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**Renovation/repair infra request, order and pursuance**

**Order No.** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Request for Repair/ new infra-structure details as per follows:

1. Purpose :
2. Requirement /s.
3. Approximately how many persons will be utilizing/benefited / from it:
4. Genuineness of the demand evaluated by appointed person/committee

Geniuses of demand Y/N

Feasibility Y/N

Estimated cost

5. Principal's remarks: Approved/disapproved

Signature with date

.....

6. Completion of the task (Date & extent):

7. Approved for payment by Teacher/s/Committee:

Requested by

Recommended by

Approved by  
(Head Renovation/Repair Committee)

8. Head of the institution (signature with date):

Note: The person requesting renovation/repair is liable to ensure completion of the task